

ST. MICHAEL'S CE PRIMARY SCHOOL

Charging Policy



Rooted in Faith, Growing Together

Rooted in Christian principles, we are dedicated to inspiring and nurturing every member of our community to grow as resilient, empathetic, and courageous individuals. Through a commitment to aspiration, collaboration, and kindness, we foster a love of learning, a strong moral compass, and a deep spiritual awareness. Together, we empower our children to thrive academically and spiritually, becoming compassionate agents of change who positively impact the world around them.

'The seed on good soil stands for those with a noble and good heart, who hear the word, retain it, and by persevering produce a crop.'

Luke 8:15



Charging and Remissions Policy

1. Introduction

1.1

St. Michael's provides all education during normal school hours free of charge. We do not charge for activities that form part of the National Curriculum, except for individual or small group music tuition not covered by the curriculum.

2. Voluntary Contributions

2.1

When arranging trips or visits to enrich the curriculum, we may invite parents to make voluntary contributions toward the cost. These contributions are entirely optional. However, if there are insufficient contributions, we may need to cancel the trip. No child will be excluded from taking part due to lack of contribution, and all pupils will be treated equally.

2.2

If a parent wishes for their child to participate but cannot contribute, the child will still be fully included in the activity. On occasion, the school may fund additional costs to allow all children to attend. Parents are entitled to know how trips are funded, and we are happy to provide this information upon request. As school budgets are increasingly stretched, parental contributions help us continue offering such valuable experiences.

2.3

Examples of activities that may require voluntary contributions include (but are not limited to):

- Educational visits (e.g. museums)
- Sporting events requiring transport
- Theatre visits (in or out of school)
- Cinema trips
- Musical performances or events
- Residential trips

3. Residential Visits

3.1

For residential trips that take place during or mostly during school time and are part of the National Curriculum, we may charge for travel and accommodation costs. Families of children eligible for Pupil Premium may receive financial assistance. If insufficient contributions are made, the visit may not go ahead, and alternative curriculum activities will be planned.

4. Music Tuition

4.1

All children learn music as part of the National Curriculum at no charge.

4.2

Optional individual or group music tuition outside the curriculum is provided by peripatetic teachers. These lessons carry a charge, and we provide parents with information each academic year regarding what is available and the associated costs.

5. Swimming

5.1

Swimming is part of the PE curriculum for Key Stage 2 and is provided at no cost to families. Transport is also covered by the school. Parents are notified in advance and permission is requested for participation.

6. Sports Coaching

6.1

We occasionally offer additional after-school sports coaching sessions run by qualified external coaches. A small charge is made for these optional sessions.

7. Payments and Overdue Balances

- Accepted payment methods include direct bank transfer, Childcare Vouchers, Tax-Free Childcare, and 30-hour government funding.
- When using Childcare Vouchers or Tax-Free Childcare, please include your child's full name in the payment reference.
- Overdue balances may result in the withdrawal of your child's place at wraparound care or clubs.

Late Collection Fees:

- £5 per 5 minutes will be charged for pick-ups after 6:00pm.

8. Fundraising

Following a parental survey in 2018, it was agreed that rather than holding traditional fundraising events (e.g. fairs, sponsored activities), families would be asked to contribute **£10 per term** via ParentPay. Funds raised support school-wide enrichment activities such as workshops and theatre performances.

The school also holds events throughout the year to raise money for vital resources and additional activities for children to take part in.

9. Monitoring and Review

This policy is monitored by the Governing Body and reviewed every two years, or sooner if necessary.

10. WRAP (Before and After School Care)

Session Charges (subject to availability and pre-booking):

Please book at least two weeks in advance (or two weeks before a school holiday) to avoid disappointment.

Service	1 Child	2 Children	3 Children
Breakfast Club	£7	£12.00	£17.00
After School Club	£12.20	£21.20	£30.20

Other Charges:

- **Late Pick-Up (6:00–6:15pm):** £5.00
- **6:15–6:30pm:** £15.00
- **6:30–6:45pm:** £25.00
- **Arrival without booking:** £5.00 + session charge
- **Cancellations less than 24 hours before session:** Full charge applies
- **Late booking:** £1.00 + session charge

Changes and Cancellations:

To receive credit for a cancelled session, you must cancel at least 24 hours in advance via [Magic Booking](#).

Refunds are not given, including for illness. Credits are offered as future sessions.

11. Holiday Club

Session Charges (Subject to availability and pre-booking):

8.00 -12.30 or 12.30 – 5pm: £13.50 per child

8.45-3.30pm: £24.50 per child per session

8.45 – 5pm: £27.50 per child per session

8.00 – 5pm: £30.50 per child per session

Late Pick Up: £5.00-25.00

Cancellation of a session made less than 24 hours before the session: Full session charges

12. Nursery Provision

- St. Michael's offers 26 morning and 26 afternoon nursery places.
- Parents entitled to 15 hours of free provision may request extra sessions at an additional cost.
- Where eligible, children may access 30 hours of free provision, subject to availability.
- Admissions follow the school's policy in the event of oversubscription.

Additional Nursery Sessions & Fees:

- Extra 3-hour sessions: **£16.00** each
- Lunchtime supervision (if staying all day): **£4.00**
- Sessions must be arranged and paid for termly in advance.
- One half-term's notice is required for cancellation; otherwise, charges will still apply.

Payment Details:

- Payments may be made via direct bank transfer or childcare vouchers.
- **Bank Details:**
 - **Sort Code:** 30-90-16
 - **Account Number:** 00003100
 - **Reference:** Child's full name

Refunds:

Fees are non-refundable for absences.

30-Hour Entitlement:

Parents eligible for the 30-hour free entitlement must inform the school and submit the necessary documentation, as per Trafford Early Years guidance.

Payment Arrears:

Failure to make payments in line with the agreement may result in the cancellation of additional sessions.