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 including Wraparound Care and Nursery Fees

1. Introduction

This policy applies to all pupils on roll, including nursery children and children accessing funded entitlement places, and to all voluntary and optional activities organised by the school.

Legal framework: This policy has regard to sections 449 to 462 of the Education Act 1996, the Department for Education guidance Charging for school activities (most recent edition), and relevant local authority guidance. Education provided during school hours, including educational visits, is free except for chargeable elements permitted by law, such as board and lodging on residential visits, optional extras, and music tuition where it is not part of the National Curriculum.

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, visits or other enrichment activities, the school may invite parents to make voluntary contributions. Communications will explain the purpose of the contribution, the amount requested and how it has been calculated, that payment is voluntary, and what may happen if sufficient contributions are not received. No child will be excluded from an activity provided during school hours because their parent or carer is unable or unwilling to contribute. If insufficient funds are available, the school may seek alternative funding, further subsidise the activity, amend it or, where necessary, cancel it.

2.2
Parents may request a breakdown of trip or activity costs. The school will consider alternative funding and appropriate subsidies, particularly for pupils eligible for remissions, so that financial hardship does not create an unnecessary barrier to participation.

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

Remissions and Financial Hardship

The governing body will consider fully or partly remitting charges for families experiencing genuine financial hardship. Eligibility may include families receiving qualifying benefits, such as Income Support, income-related benefits or Universal Credit within the applicable earnings threshold, and pupils eligible for Free School Meals or Pupil Premium. Requests should be made in confidence to the headteacher, who may consult the Chair of Governors where necessary. The school may use available discretionary funds to subsidise activities and support equitable access. Eligibility will be considered against current statutory guidance and the circumstances of each request.

3. Residential Visits

3.1
Parents may be charged for board and lodging on residential visits that take place during school time. Charges for transport or activities will only be made where permitted by law, including where they form part of an optional extra; otherwise, voluntary contributions may be requested. Families receiving qualifying benefits, and families of pupils eligible for Pupil Premium, may be eligible for remission of all or part of the board and lodging charge. Communications will explain the breakdown of costs, any subsidy provided and the support available. If a visit cannot proceed because sufficient funding is unavailable, alternative curriculum provision will be planned where required.

4. Music Tuition

4.1
All children learn music as part of the National Curriculum at no charge.

4.2
Optional individual or small-group tuition provided by peripatetic teachers, where it is not part of the National Curriculum, may be charged for. Information for parents will set out lesson length, charges per term, cancellation and refund arrangements, and any waiting-list arrangements. Where charges might prevent a child from accessing tuition, the school will consider remissions or subsidised places, subject to available funding.

5. Swimming

5.1
Swimming is part of the PE curriculum for Key Stage 2 and is provided at no cost to families. 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 ParentPay, direct bank transfer, Childcare Vouchers and Tax-Free Childcare. Nursery funded entitlement is administered separately in accordance with the conditions below.
- When using bank transfer, Childcare Vouchers or Tax-Free Childcare, parents should include their child's full name and class as the payment reference. Payment information will be handled securely in line with UK GDPR, the Data Protection Act 2018 and the school's Data Protection Policy.
- If fees become overdue, the school will contact the family confidentially to discuss payment arrangements. Repeated non-payment for additional or optional services may lead to withdrawal of the service following written warning and reasonable attempts to agree a repayment plan. The school will not exclude a pupil from education or an activity provided free during school time because a parent cannot pay. Access to a purely optional extra may be restricted where payment is not made and reasonable attempts to resolve the matter have failed. Debt recovery will follow the school's documented escalation process and will be handled sensitively and confidentially.

Late Collection Fees:

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

Where a child is collected late and no contact has been made, staff will follow the school's safeguarding and late collection procedure by attempting to contact parents or carers and emergency contacts and, if the child may be at risk and no responsible adult can be reached, contacting children's social care or the police as appropriate. Persistent late collection may result in withdrawal of the wraparound place after the school's escalation procedure has been followed.

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

The governing body has considered the potential equality impacts of this policy. The school will monitor participation in chargeable activities, including for pupils eligible for Free School Meals, pupils with SEND and pupils sharing protected characteristics where appropriate and proportionate. Governors will receive an annual report on remissions, subsidies and the accessibility of opportunities. The policy will be reviewed every two years, or sooner if legislation, guidance or school arrangements change.

Publication and communication: This policy will be published on the school website and will be available on request from the school office. Trip and activity communications will signpost this policy and explain how families can request financial support or remission in confidence.

Policy approval and version control: Approved by the governing body: September 2026 Next review: September 2028 Policy owner: Headteacher / Business Manager.

10. WRAP (Before and After School Care)

Session Charges (subject to availability and pre-booking):
Please book at least two weeks in advance

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 will normally only be issued where the school cancels a session. In exceptional circumstances, such as prolonged illness or significant family circumstances, a credit for future wraparound sessions may be considered at the headteacher's discretion. The school may request appropriate supporting evidence. A parent who remains dissatisfied may ask the Chair of Governors to review how this discretion was applied. The school will retain appropriate records of bookings, cancellations, payments and relevant communications for audit purposes.

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

11. Nursery Provision

- St. Michael's offers 26 morning and 26 afternoon nursery places.
- Children accessing the universal 15-hour entitlement, or the extended 30-hour entitlement where eligible, must provide any required codes and evidence within the published timescales. Funded and additional places are subject to availability.
- Admissions follow the school's admissions arrangements where demand exceeds the places available. Additional sessions are chargeable and must be booked and paid for termly in advance.

Additional Nursery Sessions & Fees:

- Extra 3-hour sessions: £16.00 each
- A £4 daily charge applies to children attending the full 6.5 hour Nursery Day covering the additional 30 minutes outside the Government funded hours.
- 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 extended entitlement must inform the school and provide the required eligibility code and documentation in accordance with current government and Trafford Early Years guidance. The school will provide a written agreement covering funded and additional sessions, entitlement, notice periods, parental funding responsibilities and current charges.

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