



St. Mary's Church of England VC Infant School

'Sharing, Caring, Learning and Loving with God'

St Mary's Way
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Charging and Remissions Policy

Policy Review:

This Policy will be reviewed by the Governing Body annually

Reviewed	October 2025
Next Review	October 2026

Our Vision

We aspire to be a community living life in all its fullness. We share, care, learn and love with God, valuing the dignity and respect of all humanity and creation. Through the power of the Holy Spirit Jesus’ Kingdom comes and everyone can flourish together.

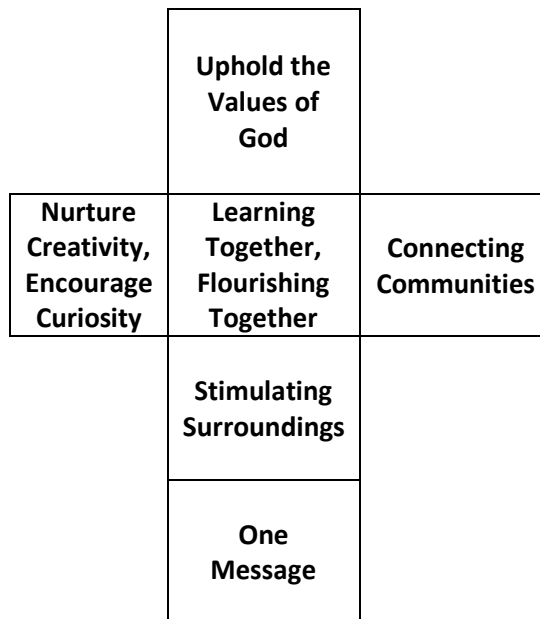
Our Mission

‘Sharing, caring, learning and loving with God.’

Our Values

List the values from the newsletter header. These will also be on a tree.

Our 6 Key ideals that underpin our vision



Understanding our vision

Our 6 key ideals were created through the input of all stakeholders as being important factors in what we want from our school every day.

‘We aspire to be a community living life in all its fullness’ (John 10:10) Church of England vision for Education

‘Sharing, Caring, Learning and Loving with God’ (School’s mission statement)

‘Valuing the dignity and respect of all humanity and all creation’ (Reference to Jonah and the Whale and the Church of England vision)

‘Through the power of the Holy Spirit’ (The importance of the Holy trinity and that we can’t do it alone. We must work together.)

‘Jesus’ kingdom comes.’ (Themed verse, Lord ’s Prayer and the goal of the school for us to create a peaceful and successful kingdom)

Flourish: Achievement

Together: Community

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips can make towards children's personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

We believe that all of our children should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remission policy describes how we will do our best to ensure a good range of visits and activities and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

Since the introduction of the Pupil Premium for families eligible for Free School Meals or whose family are serving members of the Armed Forces, the school routinely draws on this Premium to support day trips or extracurricular clubs where there are costs attached.

Roles and responsibilities of the Headteacher, other staff, governors

The Headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- o education provided during school hours including the supply of any materials, books, instruments or other equipment
- o education provided outside school hours if it is part of the National Curriculum, or as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school or as part of the school's basic curriculum for religious education
- o tuition for pupils learning to play musical instruments or singing as part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- o entry for a prescribed public examination, if the pupil has been prepared for it at the school

2. Activities for which charges may be made:

- o Costs associated with individual or group tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- o Optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education. Participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made.
- o Transport costs provided in connection with an optional activity.
- o The cost in cash or in kind of ingredients and materials needed for practical subjects such as cookery and craft, design and technology, if parents have indicated a given prior consent

Charges which may apply:

- o The cost of £6 to replace a lost or broken reading record. These are issued to each child as they join reception at a cost covered by the school, and they cover the 3 academic years of the pupil's school life. If a replacement is required, the parent/ guardian will be asked to pay £6 via Arbor to cover the cost of a new one. There are exceptions to this charge such as if the items have been destroyed due to a home fire or an unavoidable circumstance.
- o In the event of damage to the school property caused by a child, the parent or guardian may be asked to make a voluntary contribution to cover the cost of repairs. This will include materials

required and the cost of labour- please note this labour will always aim to be internal however dependent on the damage, sourcing outside contractors may be necessary. These situations are individual, and costs will be broken down and explained in detail to the parent/guardian if/when an incident arises.

- Late child collection will be charged to the parent/guardian. This is outlined in detail in our child collection policy. The collection time is 15:15 from school (and may be earlier at the end of the term which will always be informed to parents with plenty of notice) and any parent/guardian who has not collected their child by the designated time will be invoiced in increments of 10 minutes to cover staff costs.

The Governing Body may, from time to time amend the categories of activity for which charges may be made. Parents will be advised in advance by a School Letter.

Please also note we are unable to complete passport forms or disability allowance forms. If you wish for support completing these forms Citizens Advice can normally do so.

Income Recovery:

Should Parents or Hirers fail to meet their commitment or obligation to pay for agreed trips/ facilities, the school will make all reasonable attempts to recover outstanding monies from Parents or Persons Hiring's the school facilities. This will be in the first instance through professional amicable negotiation which may be resolved through weekly, monthly or staged payments to recover outstanding amounts.

The Remissions Policy

2. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some visits and activities where charges can legally be made will be offered at no charge or a reduced cost to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

- ☒ Parents in receipt of certain benefits.
- ☒ The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from Hertfordshire Music Service on 01438 844848.
- ☒ The Governing Body may remit in full or in part any of the cost of outside activities in certain circumstances. For parents who find, for example, that paying for a school visit presents financial difficulties which would make it difficult for pupils to take part in a particular activity, some help may be possible providing that there are school funds available to support the request

In such circumstances parents are invited to contact, in confidence, the Headteacher, for the remission of charges, in part or in full.

3. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we will inform parents in advance of visits and their approximate cost so that parents can plan ahead.

- we have established a system for parents to pay in instalments

A statement summarising the Governing Body's policy on charging and remissions will be contained in the School Prospectus and the policy document is available in the School Office for any parent to inspect, should they request to do so.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing educational facilities for children.