St. Anne's and Guardian Angels

Excellence Together with Christ at the Centre

Charging Policy

Approved by:	St Anne's and Guardian Angels Primary School Governing Body	**Date:** September 2026
Last reviewed:	September 2026	
Next review due by:	September 2027	

INCLUSION STATEMENT

At St Anne's and Guardian Angels we aim to fulfil our mission by raising attainment through the creation of inclusive cultures, practices and policies. These include: equal opportunities, gender equality, anti-racism, race equality and anti-bullying.

1	**ADMISSIONS**	No charge will be made for admission
2	**SCHOOL MEALS**	Charges will be made to Nursery Children who are not eligible for Free School Meals. No charge will be made for any pupil in Reception to Year 6. (Rec – Y2 is Government funded via Universal Infant Free School Meal Grant, Y3 – Y6 is funded via LBTH Mayor's Meal Grant.) *All Nursery Lunches are charged at £1.90 per day, payable via ParentPay.*
3	**ACTIVITIES FOR PUPILS THAT TAKE PLACE DURING SCHOOL HOURS**	No charge will be made for activities provided during school hours. No charge will be made for transport during school hours – e.g. swimming A charge may be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.
4	**ACTIVITIES FOR PUPILS THAT TAKE PLACE OUTSIDE SCHOOL HOURS [NON-RESIDENTIAL]**	No charge will be made for an activity that takes place outside school hours when it is – a) a necessary part of the curriculum b) part of the school's basis curriculum for religious education We may charge for some other activities that take place outside school hours. The Head teacher will decide which activities we make a charge for. The levels of charge will be set annually on the recommendation of the Head teacher and Resources Committee.
5	**ACTIVITIES THAT TAKE PLACE PARTLY DURING SCHOOL HOURS EITHER ON OR OFF SITE [NON-RESIDENTIAL]**	Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours and apply the same criteria to charging as set out in Section 3. If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as in Section 4.

6	**RESIDENTIALS**	Parents are asked for a contribution towards the cost of a residential school journey. *All fees are payable via Parent Pay.*
7	**MUSIC TUITION WITHIN SCHOOL HOURS**	No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil [including instrument hire, music books etc]. No charge will be made for instrumental vocal tuition within school hours. We will not charge for other instrumental and vocal tuition requested delivered by specialist tutors within school hours whether offered to an individual or group of pupils.
8	**CHILDCARE**	We will charge families for any childcare offered to children before and after school, with the level of fees to be set and reviewed regularly by the Governing Body. *Parents will be charged £3 per morning for childcare for their children before school during Breakfast Club.* *The After School Childcare Provision will be charged as follows:* *Attendance until 5:00pm: £6.00 per child* *Attendance until 6:00pm: £7.50 per child* *Sibling Discount - First child charged at full price and then:* *Sibling Attendance until 5:00pm: £5.00 per child* *Sibling Attendance until 6:00pm: £6.00 per child*
9	**NURSERY**	*Three and four Year old children in the Nursery are entitled to 15 hours free Nursery education each week. Working parents can claim an extra 15 hours Nursery education by applying for the 30 Hour Code through Childcare Choices, so working parents with a valid code, are entitled to 30 hours free Nursery education. Parents who do not work but still require extra hours will be charged £7.50 per hour.* *All fees are payable via Parent Pay.*
10	**DAMAGE TO PROPERTY AND BREAKAGES**	We may seek to recover some or all of the costs incurred due to willful damage or breakage of school property. This will be determined by the Head teacher. *We currently charge a £5 fee for unreturned and lost library and class books*. *All fees are payable via Parent Pay.*
11	**CONCESSIONS**	We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Head teacher. The circumstances in which concessions are applied will be reviewed regularly.

12	**VOLUNTARY CONTRIBUTIONS**	We are inviting parents to make a voluntary contribution towards activities that are exempt from charging, e.g. school trips to museums, art galleries and theatres etc. where there is a charge. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents. *We request that parents pay Building Fund Contributions towards building works and improvements for the school. This is charged at £5 per child, per term.* *All fees are payable via Parent Pay.*
13	**BREAK EVEN**	The school aims to run all clubs on a break even basis, but should surplus funds arise, these will be moved to a separate bank account. Surplus funds will be used to fund school wide enrichment activities such as trips, workshops and special events (for example, seasonal celebrations such as the school pantomime).

- End of Policy -