FOUNDED 1789

'Learning for life with God as our guide'

St. Mary's CEP (VA) School, Dover

Charging Policy

Date: September 2026

Reviewed and Ratifield By: Governing body on 24th September 2026

Review Date: September 2027

Signed : _____ Rev'd Melissa Carter, Chair of Governors

Signed : _____ Matthew Lamprell, Headteacher

Equality
We recognise our duty and responsibility to establish equality for all pupils, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation, age or beliefs as defined within existing equalities legislation.

Introduction
The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition
The school day is defined as: 8.40am until 3.10pm (Reception and KS1) or 3:15pm (KS2). The midday break does not form part of the school day.

Responsibilities
The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy statement
During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. *(See below)*

Voluntary contributions
When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we reserve the right to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity if it goes ahead. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive: visits to museums; sporting activities which require transport expenses; outdoor adventure activities; theatre visits; school trips; musical events. Such activities are not part of the National Curriculum or Religious Education nor are they part of an examination syllabus.

Residential visits
If, to provide education directly related to the National Curriculum, the school organises a residential visit in school time or mainly school time, no charge is made for the education. However, we do make a charge to cover board and lodging and travel costs.

Calculating charges
When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won’t. Support is available from Pupil Premium funding for eligible pupils. The Headteacher will consider each application for support individually, and decisions will be made at their discretion. The

principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition as this is not part of the National Curriculum and is facilitated by an outside provider. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition at the start of each academic year.

In cases of hardship the Headteacher will consider in his absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Swimming

The school organises swimming lessons for children in Key Stage 2 (in 2026-2027academic year there is a need for Years 5 and 6 to swim) as part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons and for a voluntary contribution towards costs. The school will use its PE and Sports Premium to provide additional top-up swimming lessons to pupils who have not been able to meet the national requirements for swimming and water safety after the delivery of the core swimming and water safety lessons.

Childcare Services

The school is participating in the Free National Breakfast programme which provides Breakfast Club services at no charge to parent/carers.

The school provides a space to ‘Olympus Learning Collective’ for after school childcare and payments for the after school childcare service will be made directly to ‘Olympus Learning Collective’.