



St. Thomas More Catholic Primary School

School & Nursery Charges and Remissions Policy

2024-26

School

Introduction

As stated in the school's prospectus, the Governors' policy on the charging for school activities is based on the fundamental principle that all education for pupils at Saint Thomas More should be free of charge as far as possible, if it takes place during school hours.

Voluntary Contributions

Voluntary contributions for certain activities will be invited on occasions as this is permitted by the 1988 Education Act. However, there are occasions when parents can be charged for activities. Such occasions include:

- Those activities, which take place voluntarily out of school time.
- Personal insurance for a cycling course.
- Swimming
- For individual instrumental tuition and for the loan of an Authority instrument.
- For materials used in art, design & technology clubs, subject to the parents agreeing that they wish to own the finished product.
- For board and lodging charges at Outdoor Education Centres.
- To cover the cost of damages, breakages, losses and defacement.
- It is the Governors' policy that charges should be made in the above categories, in accordance with Local Authority practice.

The Education Reform Act allows remission of charges for those children whose parents receive Free School Meals and who take part in a Residential visit deemed to be in school hours.

Educational Visits (Non-residential)

If the trip cannot be funded without voluntary contributions, the governing body will make it clear to parents that such an event will not take place if insufficient contributions are made available to support the activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Visits to theatre
- Educational visits

Damage to Property/Resources

The governors reserve the right to seek, by charging to those with parental responsibility, the cost of replacing a broken window and defaced, damaged or lost text/reading books where this is the result of a pupil's behaviour or carelessness.

Nursery

Funding

Government funding for nursery places comes from the Local Authority and currently this results in a free entitlement of 15 hours per week from the term after their third birthday. In our school we offer 15 hours per week over 3-hour morning sessions from Monday to Friday.

In addition, children of working families may be entitled to an additional 15 hours, making a total of 30 hours free provision. Parents/carers can see the eligibility criteria at the Childcare Choices website:

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/working-families>

Government funding is intended to cover the cost to deliver 15 or 30 hours per week of free, high quality childcare. It is not intended to cover the cost of meals, additional hours, consumables or additional services (see below for additional charges).

The free entitlements will be delivered consistently, so that all children accessing any free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, meals, services or consumables.

Children need to have a **valid** eligibility code in place by the first day of the funding block (1st January, 1st April & 1st September) to use the extended 30 hours for free. This code needs to be renewed regularly and is the responsibility of the parents/carers to ensure that the code is renewed before the first day of each funding block and therefore remains valid.

If a valid eligibility code is not received by the School Office or not renewed by the relevant date, then any unfunded hours will be charged.

Charges

- We will charge £17.50 per session for those sessions over and above the free 15 hour entitlement, where children are not entitled to a 30-hour funded place.
- Fees are set at a reasonable level to cover direct costs and overheads and are broadly in line with the Early Years funding received from Staffordshire County Council.
- Fees are reviewed annually.
- Children who are in attendance for the full day will need to provide their own packed lunch.
- Our morning sessions run from 8:45am to 11:45am and full day provision runs from 8:45am to 3:15pm (including a lunch break) Monday to Friday during term time only.
- The unfunded lunch break will be charged at a rate of £10 per week for the 24/25 academic year, increasing to £20 per week in the 25/26 academic year.
- For cases of children attending for 2 full day sessions or less, a reduced charge of £5 and £10 will be applied for the 24/25 and 25/26 academic years, respectively.

Trips/Events

Trips are fun and education for children and we may therefore request parental contributions to allow us to run such events.

Collection of fees

- All fees will be collected via our ParentPay platform, cash cannot be accepted.
- Lunchtime fees will be charged weekly, one week in advance, with the exception of the child's first week.
- Unfunded sessions will be charged half-termly by default, or weekly upon request.

Absence and illness

The school office should be notified as early as possible of any absence by phoning 01922 666335. Missed sessions will still be chargeable due to the need to cover committed costs including staffing. For the same reason any parent/carer who takes a child out of the nursery for the purposes of a family holiday or day out, will still have to pay for any previously contracted sessions.

Change of hours or sessions

We ask that for a half term's notice of any planned reduction of hours, which should be reported to our School Office.

Reviewed by Governors Finance committee 12.02.25. To be ratified at full governors on 19.03.25.

Signed
Diane Jones - Chair of Governors

Signed
Stephanie Hewitt - Headteacher