

# ST WILLIAM OF YORK



Catholic Primary School  
Brockley Park, Forest Hill, SE23 1PS

## Charging and Remissions Policy

# SWOY MISSION

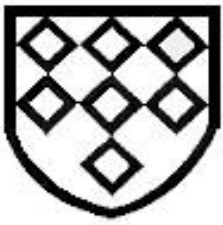
The purpose of St William of York Primary School is to educate children in an atmosphere of Christian love.

We respect and rejoice in the uniqueness of each child, and aim to make learning a happy and positive experience for everyone in our community.



Policy Review

Policy Reviewed On	November 2025	Signed:	<i>H Mayers</i>
Governing Body Ratification	November 2025	Signed:	Full Governing Body
Next Review Date	November 2026		



# St. William of York Catholic Primary School

Brockley Park, Forest Hill, London SE23 1PS

## Charging and Remissions Policy

*The purpose of St William of York Primary School is to educate children in an atmosphere of Christian love, within the Catholic tradition.*

*We respect and rejoice in the uniqueness of each child, and aim to make learning a happy and positive experience for everyone in our community.*

### **Rationale**

St William of York School wishes to provide for all pupils the best educational opportunities available within the budget allocated by Lewisham Education Authority. The law states that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle. It is recognised however, that many valuable educational activities are dependent on financial contributions from parents. Without this additional financial support the school would find it impossible to maintain the quality and breadth of the curriculum provided for pupils. The school's concern is to keep financial contribution to a minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. The law recognises that charges may be made to parents in certain defined circumstances, provided that the school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing body of St William of York School has decided that its policy will be as follows:

### **Day visits**

For visits occurring during school time we ask for voluntary contributions to meet the cost. For visits outside of school time parents will be charged for all allowable costs. It is possible for charges to be reduced for children who make an application to the headteacher.

### **Residential visits during school time.**

Parents will be charged for the full cost of their child's board and lodgings. No charge will be made for the board and lodgings of a child whose parents are in receipt of Free School Meals.

The school may ask for a voluntary contribution from parents to meet all other allowable costs. Allowable costs include:

- travel and subsistence
- materials, books, instruments and other equipment
- non-teaching staff
- teaching staff where separately engaged under a contract for the services for the visit or activity
- entrance fees to museums, castles, theatres etc
- insurance

### **Classroom materials**

No charge will be made for materials or equipment. However, certain practical activities (e.g. technology or cookery) parents may be asked to provide materials or ingredients on a voluntary basis. Where

parents would like to keep the finished product, the school reserves the right to charge for the cost of the materials.

### **Musical Instrument Tuition**

Instrumental tuition is subject to an exception to the charging rule. Charges may be made for teaching individual pupils or for groups of children. A reduced rate will be charged to pupils entitled to Free School Meals or the Pupil Premium. Charges will be made for music tuition that is not part of the school's curriculum.

### **After School Activities Run by the School**

Charges may be made for activities outside school hours when the activities are in addition to the school's curriculum. The Education Act 1996 describes activities that can be charged for. Such charges are at the discretion of the governing body but the actual charge will not exceed the actual cost of the provision.

### **Before and After School Activities Run by Outside Agencies.**

When an organisation other than the school arranges an activity and parents wish their children to join such agencies may charge the parents.

### **Additional Nursery Hours**

The 15 hours entitlement to Nursery hours are offered over 5 x 3 hr sessions. The 30hrs entitlement is offered as 6hrs per day, and parents are asked to pay for their child's school lunch.

Where there are vacancies in the Nursery, the school may offer these additional hours to parents on a first come, first served basis and will be charged accordingly.

Parents must pay for these additional hours in advance, and arrears cannot be allowed to accrue. Additional hours will be withdrawn if a debt is incurred.

### **Voluntary Contributions**

Some extra curricular activities at the school are funded through the voluntary school fund SWOYSA or funds raised by the school community.

In collecting voluntary contributions for activities the school will never charge more than the actual cost of the activity. Children of parents who are unable to contribute will not be treated any differently. However where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity may be cancelled.

### **Damage to School Property.**

At the school's discretion a charge may be made for the replacement or repair of any item of school property that is lost or damaged.