# ST DOMINIC SAVIO CATHOLIC PRIMARY SCHOOL

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| **Name of Policy:** | CHARGING AND REMISSIONS POLICY (v2) |
| **Date Adopted:** | 23rd April 2026 |
| **Responsible Person:** | Headteacher |
| **Approval:** | Resources Committee |
| **Review Date:** | Spring 2028 |
| **Signed By:** | Laura Hulland<br>Headteacher |
| **Signature:** | |
| **Date:** | |
| **Signed By:** | Peter Bray<br>Chair of Resources Committee |
| **Signature:** | |
| **Date:** | |

## Charging and Remissions Policy Changes

| Version | Status | Change Detail | Author | Date |
|---|---|---|---|---|
| 1 | Complete | No changes | L Hulland | Jan 2025 |
| 2 | Complete | Addition of late collection charges | C Willoughby | March 2026 |
| 2 | Complete | Berkshire Maestros updated to Berkshire Music Trust | C Willoughby | March 2026 |
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St Dominic Savio Catholic Primary School
Mission Statement

# Serve the Lord with Joy

**Joyful Worship**



We love Jesus and the Gospel Values inspire us to worship Him as we pray and sing.

**Joyful Learning**



Every child works hard and enjoys learning new things to achieve their very best.

**Joyful Community**



We work together with kindness, caring for one another in our homes, school, Parishes and our wider global family.

The aim of this policy is to ensure clarity for all about which services the school can and will charge for. To ensure that a fair and honest approach is adopted in activities for which charges will be made.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition that is provided by Berkshire Music Trust who will make their charges directly.

**Voluntary Contributions**

When organising school trips or visits that enrich the curriculum and education 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 may 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 should the trip/activity not need to be cancelled. Sometimes the school pays additional costs in order to support the visit. This money may come from the main school budget or from the Pupil Premium allocation for pupils entitled to free school meals.

Parents have the right to know how each trip is funded. The school provides this information upon request.

The following is a list of additional activities organised by the school that require voluntary contributions. This list is not exhaustive.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Theatre visits
- Musical events

**Residential Visits**

Schools are permitted to charge for the cost of residential school trips. This cost must not exceed the actual cost of the provision.

Pupils whose parents are in receipt of the following support benefits will, in addition to having free school lunch entitlement, also be entitled to the remission of the 'board & lodging' element of any residential trip.

Income Support:

- Income Based Job Seekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190 (or limits per HMRC);

. Guarantee element of the State Pension Credit
(We will inform Parents of this information)

The school will also look sympathetically at families who are in financial hardship (but not receiving the above benefits) and will consider the option of spreading the payments over a longer period of time. Individual situations will be taken to the Resources Committee for consideration where necessary.

**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 / small group music tuition when this is not part of the National Curriculum. This service is provided by Berkshire Music Trust and parents are charged directly. Parents of children entitled to free school meals may apply to Berkshire Music Trust to have this tuition subsidised.

**Clothing**
We ask parents to provide their children with school uniform and a P.E. kit. A list of items required is available in our Uniform Policy. We make no charge for specialised clothing used in school.

**Absence**
If a pupil is unable to make a school trip due to poor health, parents will be unable to claim refund on the charges for transport to the trip location. Refund of the charge for entry will be subject to the provider's terms and conditions.

**Fundraising activities for charities**
The school may from time to time take part in fundraising activities to raise funds for charities not connected with the school at the discretion of the Head Teacher (e.g. sponsored events, Lenten fundraising). No child will be treated differently or pressurised for not taking part in the activity or contributing financially or otherwise. The Classroom Teacher may collect financial or other contributions in an open classroom, but will do so in such a way as to not cause embarrassment to any child.

**Fundraising activities within school using outside companies**
The school may use an outside company to provide a service/workshop that has a fee attached to the output from that workshop (e.g. an art exhibition, school photographs).

The school will inform parents about the activity prior to the activity taking place and will be transparent about the flow of money, how much the school will receive from the transaction, where appropriate. All financial transactions will be dealt with away from the child, e.g. to buy a picture you will need to send money in an envelope the following day.

There will be no incentivising in exchange for money.

**Extended day facilities**
Breakfast and After School Club fees are applied to cover the cost of staff, premises and resources.

**Late Collection Fees**
School collection times for pupils are as follows:

**EYFS and Key Stage 1 – 3.10pm**
**Key Stage 2 – 3.20pm**

Where children are collected after the appropriate collection time a late collection charge will be levied. Children will be taken to the school office should they not be collected by ten minutes after their collection time (EYFS and Key Stage 1 – 3.20pm, Key Stage 2 – 3.30pm). A charge of £5 per child will be made for the first fifteen minutes after school collection time, and £5 per child for every fifteen minutes thereafter.

We understand that there may be occasions where prompt collection is not possible. In this instance we ask that parents telephone the school office at the earliest opportunity to inform us that this is the case.

The Headteacher has the discretion to waive these charges in extenuating circumstances.

**Swimming**
The school organises swimming lessons for KS2 pupils. These take place in school time and are part of the school curriculum. Therefore, no charge is payable. We may request a voluntary donation to cover the cost of transport.

**Vandalism or deliberate damage**
Parents are asked to talk to children about looking after the school environment. If damage occurs parents are informed by the Headteacher and the suggestion of a contribution from pocket money towards repair costs may be made.

**Lettings**
The school will make its facilities available to outside users at a charge of at least the cost of providing facilities. The scale of charges is determined annually by the Resources Committee. For users connected to the school (e.g. staff or St John Bosco church), the charge will be reduced to cover costs only. More information is detailed in the Lettings Policy which is available on request.

Appendix 1 – Late Collection Letter

Catholic Diocese of Portsmouth
**ST DOMINIC SAVIO CATHOLIC PRIMARY SCHOOL**
**Western Avenue, Woodley, Berkshire RG5 3BH**
Telephone: 0118 969 3893
Email: admin@st-dominicsavio.wokingham.sch.uk
Website: www.stdominicsavio.co.uk

Headteacher: Laura Hulland
Assistant Headteachers: Charlotte Gauld, Patrick Mullens and Tara Sharp

2nd March 2026

Dear Parents

We would like to remind you of the school collection times for pupils at the end of the day.

- **EYFS and Key Stage 1** pupils should be collected at **3:10 pm**.
- **Key Stage 2** pupils should be collected at **3:20 pm**.

Please ensure that children are collected promptly at the correct time to help us maintain a safe and orderly dismissal for all pupils. If you are unable to collect your child on time, please inform the school office as soon as possible.

Please note that consistent late collection of pupils will result in the school having to administer a **late collection charge of £5 per 15 minutes per child for each instance**.

Thank you for your continued support and cooperation.

Yours faithfully

Laura Hulland
Headteacher

Fiona Cottle
Chair of Governors