



Charging Policy

Date: March 2026

Date approved: July 2015, amendments approved January and April 2017, Oct 2018, July 2019, March 2021, March 2022, March 2023, July 2024, March 2025, March 2026

Responsible: Headteacher

Responsible Committee: FGB under advice of Finance Lead Governors

Date to be reviewed: Annually unless otherwise required due to new legislation

Statutory Policy: Y

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1. Basic Principles

All statutory education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. 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 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. We do not put pressure on Parents to contribute but state clearly that a trip or activity may not go ahead without sufficient funds.

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. 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;
- visits to the theatre;
- school trips;
- musical events;
- visitors to school

3. Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

4. Before and After School Care Club (FS2 - Y6).

The charges for this child care are as follows:

- Morning: £5 per session (from 7:30 am) including breakfast
- After School £10 per child per session (3:15 - 6:00 pm) including refreshments on arrival. Parents/carers can provide their own teatime snack boxes should they wish to. School can provide refrigeration for the snack boxes but is unable to provide heating facilities.

A late charge will be put in place as per the agreement in the After School Club contract of £5 per 5 minutes.

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5. Late Pick Up - End of School Day

Reception, Year 1 and Year 2 finish their school day at 3:15pm and Years 4, 5 and 6 finish at 3:20 pm. Children should be picked up on time from their classroom door (unless formal arrangements have been made for older children to walk to the school gates). The school gates close at 3:30pm. Due to other commitments, staff members are unable to look after children beyond school hours unless they are booked into our afterschool care club or other enrichment clubs. **Any children who are not picked up within 15 mins of the end of the school day, will be cared for in afterschool care club, with the usual charges for this service applied (£10 per child).** If you are unavoidably running late, please call the school office to alert them so that we know you are safe and well and we are able to reassure your children.

6. St Bernadette's University extra-curricular clubs.

The school staff provide a wide range of extra-curricular clubs at lunchtimes and after school. There is an upfront charge of £3 per child per session. Bookings and payments must be made via the School Gateway.

7. Nursery Provision:

The 30 Hour offer for Nursery provision came into operation in September 2017. Any parent whose child is eligible may apply for the additional 15 hours. Places are subject to the Admissions Criteria. Additional care outside of the hours 8:45-2:45 will be charged at:

- £2:50 from 2:45-3:00 which falls in line with the end of the school day in Key Stage 1
- Or £5:00 from 2:45- 3:15 which falls in line with the end of the school day in Key Stage 2

If additional hours are requested by parents of pupils not eligible for the additional 15 hours, or those who fail to update their eligibility within the given timescales, then these will offered subject to availability and at a cost of £15 per session which includes the lunchtime care cover).

8. Music tuition:

All children study music as part of the normal school curriculum. 1:1 or small group musical instrument lessons are charged for directly by the instrument teacher, not by the school. Details of how to contact the instrument teacher can be obtained via the main school office.

9. Swimming:

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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. A voluntary contribution of £2.50 per session is asked to support transport costs (this is subject to change based on the transport costs at the time).

10. Diocesan Fund:

Parents and Carers are asked to contribute towards the Diocesan Fund which is set up in accordance with the Northampton Diocese Pamphlet 'Building their Future'. This provides funds towards the 10% contribution that the school is required to pay for any capital building

projects and repairs. This fund was once collected by parishes but it has now been passed on to the schools. This contribution is voluntary.

11. Breakages:

In the event of books or equipment being accidentally broken or damaged no charge of any kind will be made. In the event of books being lost every effort should be made to find the book and if found no charge will be made. If a lost library/reading book is not found, or has been deliberately damaged, a £7 charge must be paid, or the book replaced. Library books may not be borrowed until payment or replacement is made. Replacement pupil planners are also charged at £6. If equipment is repeatedly lost the headteacher will attempt to resolve the situation. If damage is deliberate the headteacher will ask for an appropriate contribution to replace the equipment.

12. Letters, Passport and Citizenship Paperwork:

The Headteacher is regularly requested by parents/carers to complete Passport or Citizenship Paperwork or to provide letters to evidence that pupils attend St Bernadette's. The charge for completing paperwork of this nature is £10.

13. Costs relating to Freedom of Information Guide to Information - see guide for further information

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	INFORMATION VIA THE WEBSITE
Disbursement cost	Photocopying/printing @ 4p per sheet (black & white)	Actual cost * 4p/sheet	Where denoted, much of the information is available via the school website. Hard copies of the information on the website can be requested and will be charged in line with this Schedule of Charged * the actual cost incurred by the school
	Photocopying/printing @ 6p per sheet (colour)	Actual cost 6p/sheet	
	Postage minimum 87p – increasing to cover actual costs	Actual cost of Royal Mail standard 2 nd class (up to 100g)	
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)		

How to request information: If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Headteacher
St. Bernadette's Catholic Primary School
Tewksbury Lane
Monkston Park
Milton Keynes
MK10 9PH
Tel: 01908 692438
Email: Office@stbernadettesschool.com

To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST" (in CAPITALS please)

This Charging Policy is reviewed annually in March by the Governing Board, under the recommendations of the Finance Lead Governors.

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