



St John's Upper Holloway

C.E. Primary School

Charging and Remissions Policy

March 2026

Our Vision

Jesus said: 'Love each other as I have loved you'. John 15:12

As we are loved, so we shall love.

As we are taught, so we shall teach.

As we are nurtured, so we shall flourish.

Our Mission

St John's is a small, caring Church of England Primary School. It is committed to supporting our pupils to be happy, successful and fulfilled throughout their lives. We believe that everyone is unique and valued by God. We aspire to be a high achieving school that provides an outstanding education:

- ❖ promoting the highest standards of teaching and learning, with excellent leadership
- ❖ being inclusive, celebrating diversity and valuing all religions, faiths, cultures and backgrounds
- ❖ providing a rich and stimulating curriculum that will inspire and challenge
- ❖ being a happy, healthy and safe place
- ❖ providing excellent care, guidance and support with a strong partnership between school, parents and the community.

We seek to promote six Christian values of creativity, thankfulness, truthfulness, friendship, perseverance and courage, each linked by our core value of love. We believe these help to prepare our children for a successful and fulfilling life, so being:

- ❖ considerate and respectful with excellent manners
- ❖ confident, happy, independent and self-motivated
- ❖ co-operative and collaborative
- ❖ honest and trustworthy
- ❖ resilient, hardworking and determined
- ❖ highly principled with moral, spiritual, cultural and social awareness, including shared British Values.

St John's Upper Holloway C.E. Primary School

Charging and Remission Policy for Parents

Policy updated and approved by staff: March 2026

Policy approved by governors: March 2026

Review date: Spring 2028

1. Introduction

- 1.1 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 some individual or small group music tuition.

2. Voluntary Contributions

- 2.1 When organising school day trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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.
- 2.2 If the parent wishes their child to take part in a school trip 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 the 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.
- 2.3 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 or by a theatre company
 - School trips
 - Musical events
- 2.4 St. John's School is a voluntary aided school and as such our building is owned by the LDBS not the local authority. To maintain the building, we buy into an insurance scheme run by the DfE and we ask parents for contributions to this 'Maintenance Scheme'.

3. Residential Visits

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents who receive state benefits are encouraged to apply to the LDBS for funding.

4. Music Tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5. Swimming

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part.

6. Breakfast Club

- 6.1 A variety of activities take place during Breakfast Club. We make a charge of £2.00 per child per day for the activity and the breakfast.

7. Buzz Club and other After School Clubs

- 7.1 A variety of clubs and childcare take place after school. A charge is made for Buzz club of £10 per night for the first child, £7.50 for the second and £5 for the third and subsequent child.
- 7.2 Parents on a low income can apply for a subsidised placement, the rate is £5 per child, no sibling discount.
- 7.3 Parents may be charged for other clubs where costs have been incurred by the school. The cost of these clubs will always be made clear in advance.
- 7.4 Parents who have run up a debt to the school and have not agreed a payment plan with us may be prevented from using this service.

8. Additional Charges

- 8.1 The school may make a charge where a service has been requested that involves a cost to the school eg additional photocopying.

9. Charging for Additional Hours Nursery Provision

- 9.1 The school has adopted Islington Council's Early Years Charging Policy [Early Years Charging Policy September 2025](#)

10. Recoupment of Cost

- 10.1 The Governing Body will ensure that all costs that should be recouped are received. Examples would include tuition costs of pupils where another local authority is responsible for the cost of the child's education, etc. Other costs to be recouped include school meals, etc.

- 10.2 Procedures for the recoupment of costs from parents/carers:

- School will email/text the parent to inform that a cost has not been paid
- School will send further reminder email/text
- School will telephone/email parent and set a date when payment can be expected
- School will telephone/email parent and inform that unless the cost is paid that the provision will be removed
- Provision will be removed

11. Monitoring and Reviewing

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

Policy approved by:

Head Teacher: Nick Turpin (Nick Turpin)

Chair of Governors: Jane Airey (Jane Airey)

Date: 23 March 2026 (FGB)

Review Date: March 2028