



FEES & CHARGES POLICY

PRESTON MANOR SCHOOL

An All-Through School

Governors' Committee Responsible: Resources, Audit & Risk Committee	
Statutory Provision: Statutory	
Policy Author: Natalie Kampta	Review Period: Annual
Date reviewed: September 2025	Next Review: August 2026

[All charges effective from 1 September 2025]

Catering Fees

Department	Charge/Fee		Proposed Charge/Fee	
Item				
LOWER SCHOOL				
STUDENT MEAL WITH DESSERT		N/A		N/A
UPPER SCHOOL				
STUDENT MEAL	£	2.65	£	2.65
STUDENT MEAL WITH DESSERT	£	3.00	£	3.00
DESSERT	£	0.80	£	0.80
MUNCH MANOR/CAFÉ BAR				
TOASTED SANDWICH, DRINK & FRUIT	£	2.70	£	2.70
TOASTED S/W, DRINK, FRUIT & MUFFIN	£	3.20	£	3.20
PANINI , DRINK & FRUIT	£	3.30	£	3.30
PANINI , DRINK , FRUIT & MUFFIN	£	3.60	£	3.60
BREAKFAST				
PANCAKE & DRINK	£	1.30	£	1.30
SCRAMBLED EGG ON TOAST & DRINK	£	1.30	£	1.30
TOAST & DRINK	£	1.00	£	1.00
STAFF MEAL				
STAFF MEAL	£	3.10	£	3.10
STAFF MEAL WITH DESSERT	£	3.80	£	3.80
SANDWICHES				
SANDWICHES	£	2.00	£	2.00
FILLED ROLLS	£	1.35	£	1.35
TOASTED SANDWICHES	£	2.00	£	2.00
PANINI	£	2.30	£	2.30
DRINKS				
WATER	£	0.50	£	0.50
CARTON OF JUICES	£	0.50	£	0.50
YAZZO	£	0.90	£	0.90
FRUIT JUICES 500ML	£	1.00	£	1.00
MULLER CORNER	£	0.80	£	0.80
FRESH FRUITS	£	0.30	£	0.30
FRUIT SALAD	£	0.80	£	0.80

HOT/COLD DESSERTS	£	0.80	£	0.80
STAFF ROOM				
DRINKS				
JUICES 500 ML	£	0.80	£	0.80
CAN DRINKS	£	0.65	£	0.65
INNOCENT SMOOTHIES	£	0.80	£	0.80
WATER	£	0.50	£	0.50
FRESH FRUIT	£	0.40	£	0.40
FRUIT SALAD	£	0.70	£	0.70
SANDWICHES	£	1.90	£	1.90
FILLED ROLLS	£	1.80	£	1.80

Examination Fees

Item	Charge/Fee
AQA	
GCSE Resit	Exam fee plus £5.00
Applied Resit	Exam fee plus £5.00
GCSE Remarks	Fee plus £5.00
GCE Remarks	Fee plus £5.00
P/Copy Script GCE Only	£5.00
Original Script GCE/GCSE	£5.00
Edexcel	
GCSE Resit	Exam fee plus £5.00
GCSE Remarks	Fee plus £5.00
GCE Remarks	Fee plus £5.00
P/Copy Script GCE Only	£5.00
Original Script GCE/GCSE	£5.00
OCR	
GCSE Resit	Exam fee plus £5.00
Cambridge Tech Resit	Fee plus £5.00
GCSE Remarks	Fee plus £5.00
GCE Remarks	Fee plus £5.00
P/Copy Script GCE Only	£5.00
Original Script GCE/GCSE	£5.00

Lettings Fees

Upper School Facilities	First 5 Hrs	Subsequent Hrs	Notes
Main Hall - function, over 150 people	£ 700.00	£ 70.00	1
Main Hall - function, less than 150 people	£ 400.00	£ 60.00	2
Deposit on Functions (refundable) - standard	£ 500.00		
Helicopter Landings	Approx £250 per landing (please enquire for further details)		

	per hour	Notes
Main Hall (Meetings)	£55.00	
Classroom	£20.00	
Drama studio M211	£35.00	
Dance studio G110	£40.00	
Drama Room M212	£35.00	
Conference room M128 (12 people)	£40.00	
Gymnasium G101 - sports	£40.00	
Quad	£70.00 (per function not per hour)	
Car parking	£10 per car (or £5 per car if over 100)	
Football pitch	£27.50	3
Sports Hall - sport:-		
whole	£55.00	
half	£30.00	
half (for Basketball)	£39.00	
Badminton court (4 courts available)	£13.00	
Netball court	£16.50	
Volleyball court	£39.00	

Lower School Facilities	per hour	Notes
Hall	£55.00	
Multi use games area		
5-a-side football	£30.00	
Astroturf Pitch - Football/Hockey		
Whole area	£75.00	
Half	£50.00	
One 5-a-side pitch	£35.00	

Note 1 - maximum of 400 seated theatre style or 250 seated at tables.

Note 2 - event involving minimal furniture requirements with little refreshments.

Note 5 - season of 26 matches (Saturdays or Sundays) between September and April for £900

NB: Staff discount of 25% applicable if member of staff is in attendance during the let

£5.00 - £15.00 per week charge for use of storage facilities at the school (for lettings only)

Music Academy Fees

Item	Charge/Fee
Preston Manor School Students	£56 per 5 week block
Junior Music Academy (Community) Student	£69 per 5 week block
Preston Manor School GCSE Student	£30 per 5 week block
Additional Instrument	£35 per 5 week block