

Charging & Remissions Policy

Policy agreed by governors March 2025

Review March 2026

Head Teacher: Mrs Roisin Wright

Chair of Governors: Canon Mark O’Keeffe

CHARGING AND REMISSIONS POLICY

**Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the

school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance and complements

the school's Finance Policy.

**Definition**

The school day is defined as: 8:45am – 3:30pm. The midday break does not form part of

the school day.

**Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the

policy. The Governors will review the policy annually.

**Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus

Religious Education will be provided free of charge. This includes any materials, equipment

and transport to take pupils between the school and the activity. It excludes charges made

for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Unless the teaching is an essential part of either the National Curriculum or a public

examination syllabus being followed by the pupil(s), we will make a charge. (See below)

Voluntary contributions may be sought for activities during the school day which entail

additional costs, for example school trips involving coach travel and entrance fees.

In these circumstances no pupil will be prevented from participating because his/her parents

cannot or will not make a contribution. [If insufficient funds are available it may be necessary

to curtail or cancel activities]

From time to time we may invite a non-school based organisation such as Theatre and

Musical Groups to arrange an activity during the school day. Such organisation’s may wish

to charge parents/carers, who may, if they wish, ask the Headteacher to agree to their child

being absent for that period.

**Voluntary Contributions**

The school or governing body can ask for voluntary contributions for the benefit of the school

or any school activity. Certain activities, school trips etc. will be funded through voluntary

contributions. However, if the activity cannot be funded without voluntary contributions and

not enough voluntary contributions are made the activity/trip will be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded

from any activity due to his or her parents/guardian/carer either unable or unwilling to pay.

**Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there

will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day,

charges will be made. When such activities are arranged parents/carers will be told how the

charges were calculated.

**Residential Activities**

* Payment will be required for residential visits.
* Payment will be required prior to the visit.
* Payment plans can be arranged for these fees.

Any information sent to parents in relation to cost will state that if there are any difficult issues with payment, they should speak to the Headteacher. The school may assist in individual cases, dependent on circumstances.

**Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example

cookery club and gardening club or where an outside provider coaches children. Such

activities are not part of the National Curriculum or Religious Education nor are they part of

an examination syllabus. Where we wish to charge we will tell parents/carers in advance.

Where specific funding has been received to support particular activities we will subsidise

the charge to the extent permitted by the funding.

**Optional Extras**

Charges will be made for some activities known as “optional extras”. Where an optional

extra is being provided, a charge can be made for providing materials, books, instruments

or equipment. Optional extras are:

* Education provided outside of school time that is not:

a. Part of the National curriculum;

b. Part of a syllabus for a prescribed public examination that the pupil is being

prepared for at the school; or

c. Part of Religious Education.

* Examination entry fee(s) if the registered pupil has not been prepared for the

examination(s) at the school;

* Transport that is not required to take the pupil to school or to other premises where

the local authority/governing body have arranged for the pupil to be provided with

educations; and

* Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

* Any materials, books, instruments, or equipment provided in connection with the

optional extra;

* Non-teaching staff;
* Teaching staff engaged under contracts for services purely to provide an optional

extra, this includes supply teachers engaged specifically to provide the optional extra;

and

* The cost, or a proportion of the costs, for teaching staff employed to provide tuition

in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing

the optional extra activity, divided equally by the number of pupils participating. It will not

include a subsidy for any other pupils wishing to participate in the activity whose parents are

unwilling or unable to pay the full charge.

A charge will not be added for the cost of alternative provision for those pupils who do not

wish to participate.

Participation in any optional extra activity will be on the basis of parental/guardian/carer

choice and a willingness to meet the charges. Parental/guardian/carer agreement is

therefore a necessary pre-requisite for the provision of an optional extra where charges will

be made.

**Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they

will be based on the actual costs incurred, divided by the total number of pupils participating.

There will be no levy on those who can pay to support those who can't or won’t. Support for

cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the

school and/or charges to parents/carers.

**Music Tuition**

Although the law states that all education provided during school hours must be free,

music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate

size to play a musical instrument or to sing. Charges will only be made if the teaching is

not an essential part of the National Curriculum.

In cases of hardship the governors will consider in their absolute discretion the remission of

fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

**Eligible benefits as of April 2022**

You may be able to get Universal Credit if you’re on a low income or need help with your living costs. You could be:

* out of work
* working (including self-employed or part time)
* unable to work, for example because of a health condition

To claim you must:

* live in the UK
* be aged 18 or over (there are some exceptions if you’re 16 to 17)
* be under [State Pension age](https://www.gov.uk/state-pension-age)
* have £16,000 or less in money, savings and investments