OUR LADY & ST. PHILOMENA'S
CATHOLIC PRIMARY SCHOOL

The Love of Christ Shines Here

Charging and Remissions Policy

2026 – 2027

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Date agreed by Governors:	September 2026
Date to review:	September 2027

'The Love of Christ Shines Here'

Our School is Christ-centred where Gospel values permeate our daily lives.

We extend our hand of friendship to the wider community in the spirit of love, peace and justice.

We create opportunities to celebrate the uniqueness of every child and nurture them through a stimulating and enriching curriculum.

Charging and Remissions Policy

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing body
The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers
The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff
Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers
Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we cannot charge for:
5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
    - The National Curriculum (academies please note: although academy trusts don't have to follow the National Curriculum, you still can't charge for education that is part of the National Curriculum)
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Determining whether a visit takes place during school hours:
To determine whether a residential visit takes place during or outside school hours, the visit is divided into half-day periods (a half-day being defined as any 12-hour period ending at noon or midnight).

- **Visit deemed during school hours:** If 50% or more of the half-day periods spent on the visit fall within normal school hours (including standard break times), the entire visit is deemed to take place during school hours. In this case, no charge can be made for the education provided or the transport costs.
- **Visit deemed outside school hours:** If less than 50% of the half-day periods fall within school hours, the entire visit is deemed to take place outside school hours. In this case, the visit is

classed as an 'optional extra' and the school may charge for education and transport, provided parental agreement is obtained in advance.

In all cases, board and lodging on residential visits can be charged for regardless of whether the visit takes place during or outside school hours, subject to the remissions policy in section 9.1.

6. Where charges can be made

Below we set out what we can charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.
In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.
Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.
Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities during school hours that would not otherwise be possible.
Some activities for which the school may ask parents/carers for voluntary contributions include:

- Day visits to museums, art galleries and places of educational interest
- Outdoor adventure and sporting activities taking place during the school day
- Visits to the school by theatre companies, authors or science workshop providers
- Musical events and performances
- Practical curriculum activities where ingredients or materials are required, unless parents/carers prefer to supply their own

There is no obligation for parents/carers to make any contribution, and no child will be excluded or treated differently because their parents/carers are unwilling or unable to pay.
If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset. If the school is unable to raise sufficient funds through voluntary contributions, the activity or visit may be cancelled.

8. Activities We Charge For

The school will only make compulsory charges for activities that fall outside statutory education provision, known as 'optional extras', or where parents/carers explicitly opt in to own finished materials.

The school charges for the following activities:

- Out-of-Hours Sports and Hobby Clubs: Where provided by school staff or external coaches outside school hours and not forming part of the National Curriculum, charges cover specialist coaching fees, equipment and facility use. Charges are calculated by dividing the total running cost by the expected number of participating pupils.

- Instrumental and Vocal Music Tuition: Charges apply to individual or small group music lessons provided at the request of parents/carers outside the core National Curriculum. Charges cover the tutor's rate and instrument maintenance.
- Materials and Ingredients: Charges apply where parents/carers have confirmed in advance in writing that they wish to own the finished product (for example, in Design and Technology or Food Technology). Charges reflect the direct cost of the raw materials used.
- Residential Visits (Board and Lodging): Charges cover the direct cost of board and lodging for residential trips taking place outside school time or where less than 50% of the half-day sessions fall within school hours. The charge is calculated by dividing the total accommodation and meal invoice by the number of pupils attending. Qualifying parents/carers are exempt as set out in section 9.1.

In all cases, charges made per individual pupil do not exceed the actual cost of providing the activity and do not include any element of subsidy for other pupils.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits may be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Damage to Property and Breakages

The school reserves the right to seek reimbursement from parents/carers for the cost of replacing or repairing school property, equipment or premises where the loss or damage is the result of wilful misbehaviour, negligence or a deliberate act by a pupil.
Charges will be calculated based on the actual cost of repair or replacement and will not exceed the direct financial loss incurred by the school.

11. Monitoring arrangements

The finance officer monitors charges and remissions, and ensures these comply with this policy.
This policy will be reviewed by the Headteacher annually.
At every review, the policy will be approved by the governing body or responsible committee or governor.