

St Paulinus CE Primary School

Charging and Remissions Policy

Policy owner	Principal / Governing Body
Effective from	April 2026
Approval	Governing Body
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Review cycle	Every two years, or sooner if required

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1. Aims

This policy sets out the school's approach to charging and remissions for school activities and related provision.

The school aims to:

- have robust, clear processes in place for charging and remissions;
- clearly set out the types of activity that may be charged for and when charges may be made;
- ensure that charging arrangements are transparent, fair and applied consistently; and
- support pupils and families so that, wherever possible, cost is not a barrier to participation.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities, and on the Education Act 1996. Sections 449 to 462 of the Act set out the law on charging for school activities in England. Academies are required to comply with this law through their funding agreements.

This policy should be read alongside relevant school policies and procedures, including those relating to educational visits, finance, equality and inclusion.

3. Definitions

- Charge: a fee payable for specifically defined activities, goods or services.
- Remission: the cancellation or reduction of a charge that would normally be payable.

4. Roles and responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for approving this charging and remissions policy. It may delegate approval to an appropriate committee, an individual governor or the Principal, in line with the school's scheme of delegation.

The Governing Body is also responsible for monitoring the implementation of this policy.

4.2 The Principal

The Principal is responsible for ensuring that staff are familiar with this policy and that it is applied consistently.

4.3 Staff

Staff are responsible for:

- implementing this policy consistently;
- providing clear information to parents/carers about any proposed charges or voluntary contributions; and
- notifying the Principal of any specific circumstances where they are unsure whether the policy applies.

The senior leadership team will provide staff with appropriate guidance or training in relation to this policy and its implementation.

4.4 Parents and carers

Parents and carers are expected to notify staff or the Principal of any concerns or queries about charging and remissions. Families who may need financial support are encouraged to contact the school in confidence as early as possible.

5. Where charges cannot be made

The school cannot charge for the following.

5.1 Education

- Admission applications.
- Education provided during school hours, including the supply of materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or 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-sits if the pupil is being prepared for the re-sit at the school.

5.2 Transport

- Transporting registered pupils to or from the school premises where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when the pupil has 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, part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or religious education.
- Supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

6. Where charges can be made

The school may make charges in the following circumstances.

6.1 Education

- Materials, books, instruments or equipment where a parent/carer wishes the child to own them.
- Optional extras, as set out below.
- Vocal or instrumental music tuition in limited circumstances.
- Certain early years provision, where permitted by the relevant funding and charging arrangements.
- Community facilities or lettings, where applicable.

6.2 Optional extras

The school may charge for activities known as optional extras. The following are optional extras:

- education provided outside school time that is not part of the national curriculum, a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or religious education;
- examination entry fees if the registered pupil has not been prepared for the examination at the school;
- transport, other than transport that is required to take the pupil to school or to other premises where the local authority or Governing Body has arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit; and
- 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:

- 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 the optional extra, including supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the cost, of teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra.

Any charge made for 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 other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

Where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for pupils who do not wish to participate.

Parental agreement is required for any optional extra that is to be charged for.

6.3 Music tuition

The school may charge for vocal or instrumental tuition provided individually or to groups of pupils, provided the tuition is provided at the request of the pupil's parent/carer.

Charges must 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; or
- for a pupil who is looked after by a local authority.

6.4 Residential visits

The school may 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, the school may ask parents/carers for voluntary contributions to fund activities that would not otherwise be possible.

Activities for which the school may ask for voluntary contributions include:

- school trips and educational visits, including non-residential visits;
- swimming or other curriculum enrichment activities; and
- workshops, performances and activities provided by external companies or visitors.

There is no obligation for parents/carers to make any contribution. No child will be excluded from an activity because their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit, the activity may be cancelled. Where this is a possibility, the school will make this clear to parents/carers at the outset.

8. Activities this school charges for

St Paulinus CE Primary School may charge for the following activities, where permitted by law and where parents/carers have been informed in advance:

- board and lodging on residential visits;
- optional extras as defined in section 6.2;
- vocal or instrumental tuition requested by parents/carers, where the tuition is not an essential part of the national curriculum or covered by first access arrangements;
- materials, books, instruments or equipment where a parent/carer wishes the child to own them; and
- extended day services, such as breakfast clubs or after-school clubs, where applicable.

The school will provide clear information about the amount of any charge, what it covers and any available remission or support arrangements before asking parents/carers to agree to the charge.

9. Remissions

In some circumstances the school may reduce or cancel charges for items or activities set out in sections 6 and 8. This will be at the discretion of the Governing Body or Principal, in line with delegated authority, and will depend on the activity and the family's circumstances.

Requests for remission will be treated sensitively and confidentially.

9.1 Remissions for visits and activities

Pupils who are eligible for free school meals, pupil premium or other relevant support may be considered for reduced charges for school trips, workshops and residential visits. The level of support available will depend on the activity, available funding and the family's circumstances.

9.2 Uniform support

Where funding allows, pupils who are eligible for free school meals, pupil premium or other relevant support may be considered for assistance with essential school uniform. The details of any uniform support available will be communicated by the school and may vary according to funding and need.

10. Monitoring arrangements

This policy will be reviewed every two years, or sooner if legislation, guidance or school arrangements change.

At each review, the policy will be approved by the Governing Body or by the body/person with delegated authority.