



Charging & Remissions

Policy

Responsible committee: Finance &
Building

Reviewed and ratified by Governing
Body: March 2026

Review Date: Annually (spring term)

Mission Statement

Our mission is to be a happy, caring and compassionate Catholic community where each child's gifts are developed to the full and the foundations for lifelong learning are laid down.

Everyone will be supported, nurtured and inspired to be the very best they can be and to persevere to overcome life's challenges.

With God's help, we will educate our children to live safely and responsibly, to care for His wonderful creation and to live their lives through the example of Jesus and the values of the Gospel.

Introduction

The Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

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. In this policy we will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Charges

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Residential visits in school hours - the board and lodging element of approved residential activities deemed to take place within school hours.
- Materials used in technology if the child is expecting to take the finished product home.
- Cookery ingredients if the child will take the result home.
- Trips which are not part of the school curriculum or are outside the school day.
- After school and pre-school clubs.
- Breakfast and after school childcare.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Remissions

Where parents are in receipt of Universal Credit in prescribed circumstances, Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the guarantee element of State Pension Credit, and income related employed and support allowance, the Governing Body will observe its statutory requirement to provide support – where requested - for the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the School Business Manager.

Voluntary Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay the child will not be excluded from the activity.

If a parent has indicated on the trip form that they will pay the voluntary contribution then bookings will be made on this basis and the parent may no longer withdraw their consent.

If insufficient contributions are received the activity may be cancelled. Parents will be advised of this when the voluntary contribution is requested.