



ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL & NURSERY

Charging and Remissions

Updated by	Mrs Rogers
Updated when	January 2025
Ratified by	Finance Committee
Ratified when	April 2025
Signed by	John Walton
Next Review Date	January 2026
Statutory Policy	Yes
On school website	Yes

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 be made

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 449-462 of which set out the law on charging for school activities in maintained schools 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 board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate it to the Finance Committee

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The Headteacher

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

Our staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the headteacher of any specific circumstances which they are unsure about.
- The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents 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

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Specifically, 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
 - 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
- 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 has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she 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
 - Religious education
 - Supply teachers who are absent from School accompanying pupils on school visit

6. Where Charges can be made

Charges can be made for optional extras, equipment where parents' wishes him or her to own them, certain early years, and community facilities and board and lodgings on a residential trip.

Parental permission is required for all optional extras.

In this school charges are made for the following:

6.1 Nursery Fees and 30-Hour Funding

All nursery children are eligible for 15 hours universal funding to attend St Paul's Nursery. Some families are eligible for up to an additional 15 hours extended funding. If parents are not eligible for the extended funding but wish their child to stay at nursery for up to an additional 15 hours they will be charged £20 per 3 hour session. There is also a charge for the lunchtime supervision of £6.00. These charges will be collected half termly by invoice. (Also see Nursery Admissions and Fees policy)

6.2 Extra Curricular Activities

The school offers a good range of extra curricular activities outside of normal school times. Many of these are planned and delivered by school staff at no cost to parents. We supplement these activities with clubs organised through external providers who make a small charge for the sessions.

All volunteers, coaches and instructors are DBS checked.

6.3 End of Year Hoodies

Charge is made for the optional hoodies that are organised for the year 6's prior to them leaving the school. The cost charged is the actual cost of the hoodie plus an admin fee.

6.4 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons and charge parents privately for this. This includes exam fees. If the child is eligible for Pupil Premium, this income can support music tuition.

We give parents information about additional music tuition at the start of each academic year.

6.5 Hot School Lunches

Parents are notified that Universal Infant Free School Meals for Key Stage 1 pupils and hot lunches for Key Stage 2 pupils must be cancelled before 8.45am on a day when the lunch is not required. Key Stage 1 absentees are checked each day and the lunch cancelled, if an order has been placed. Responsibility for cancelling meals for Key Stage 2 pupils is with the parents as they will be charged directly. The school takes no part in the charging of parents for this service.

6.6 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body. (See Lettings Hire Agreement and Terms of Hiring)

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 to fund activities during school hours which would not otherwise be possible.

These include the day visits and residential trips that the school organise. Any voluntary contribution asked for relates to the actual cost, including an admin fee, split between the number of participants.

The school provides an option to families who are able to contribute more for a trip that this option is made available to them and payments can be made through ParentMail.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Remissions

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for Pupil Premium shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Under current regulations children whose parents receive the following support payments are eligible for Pupil Premium:

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (with some provisos)
- Guarantee element of State Pension Credit

Unfortunately, there are no schemes available to assist with the cost of school trips. As a school we would like all children to take part in school trips and residential visits. Therefore, we would ask anyone in financial difficulty to discuss the situation with the Headteacher, in complete confidence, to see if a compromise can be arranged.