



# St. Joseph's Catholic Primary School Policy

## Charging and Remissions Policy

### Date: February 2026

### Next review: February 2027

Mission
Together we love, learn, follow Jesus
Vision
At St Joseph's Catholic Primary School, through an open and generous heart, we learn together as a family in faith, following the gospel values of love.
Values
Hope Thankfulness Collaboration Compassion Friendship Resilience Empathy Creativity Justice Respect

## Introduction

This policy sets out the school's approach to charging for activities and the circumstances under which charges may be remitted. It is reviewed annually to ensure compliance with:

- The Education Act 1996
- The Education (Charges for Early Years Provision) Regulations 2012
- DfE *Charging for School Activities* guidance
- Any subsequent statutory updates

The governing body recognises that education during school hours must be free of charge and is committed to ensuring equal access to all activities, regardless of family financial circumstances.

## Charging Policy

### 2.1 Activities for Which No Charge Will Be Made

In accordance with legislation, the school will not charge for:

- **Education provided wholly or mainly during school hours**, including the supply of materials, books, instruments, equipment, and transport between school and an activity.
- **Education provided outside school hours** when it is:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination for which the pupil is being prepared at school
  - Part of statutory religious education
- **Instrumental or vocal tuition** where it is part of the national curriculum or provided to a whole class or large group as part of the school's music curriculum.
- **Entry fees for prescribed public examinations**, including re-sits, where the pupil has been prepared for the examination at the school.
- **Examination re-sits** where the pupil is being prepared for the re-sit at the school.

### 2.2 Voluntary Contributions

The school may request voluntary contributions to support the cost of activities that cannot be fully funded from the school budget. However:

- No pupil will be excluded from an activity because they are unable or unwilling to contribute.



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- Activities may be cancelled if insufficient voluntary contributions are received to make them financially viable.
- Families eligible for Pupil Premium may request reduced contributions or alternative payment arrangements.

### 2.3 Chargeable Activities

The school may charge for the following, provided charges do not exceed the actual cost:

#### a) Materials, Books, Instruments, Equipment

Where parents wish their child to own an item (e.g., a finished DT project), the school may charge the cost of materials.

#### b) Optional Extras

Optional extras include:

- Education provided outside school time that is not part of the national curriculum, a prescribed examination syllabus, or religious education.
- Transport not required to take the pupil to school or to curriculum-based activities.
- Board and lodging on residential visits (subject to remissions).
- Extended day services (e.g., breakfast club, after-school clubs, supervised homework sessions).
- Music or vocal tuition requested by parents, including instrument hire, ensemble participation, or specialist tuition not required by the curriculum.
- Certain early years provision, as permitted under the Education (Charges for Early Years Provision) Regulations 2012.
- Community facilities provided under Section 27 of the Education Act 2002.

#### c) Calculation of Charges for Optional Extras

Charges may include:

- Materials, books, instruments, or equipment
- Non-teaching staff costs
- Teaching staff costs where they are contracted specifically to provide the optional extra
- A proportionate cost of buildings and accommodation
- Costs of specialist music tuition where it is an optional extra

The school will ensure that charges do not exceed the actual cost of providing the activity and that no pupil subsidises another.



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### 3. Remissions Policy

#### 3.1 Statutory Remissions

The school will provide full remission of **board and lodging charges** for residential visits where the activity is part of:

- The national curriculum
- A syllabus for a prescribed public examination
- Statutory religious education

Parents/carers will receive full remission if they receive any of the following benefits (as defined by current DfE guidance):

- 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 (without Working Tax Credit) and with an income below the HMRC threshold
- Universal Credit (subject to earnings thresholds set by the DfE)

Eligibility typically aligns with entitlement to Free School Meals.

#### 3.2 Discretionary Remissions

The governing body may approve full or partial remission of charges for other chargeable activities. Funding sources may include:

- The school's delegated budget
- Pupil Premium funding
- Hardship funds or other grants where available

Details of available remissions will be communicated to parents when charges for specific activities are issued.

### 4. Monitoring and Review

This policy is reviewed annually by the governing body's finance or resources committee. Any changes will be communicated to parents and published on the school website.

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