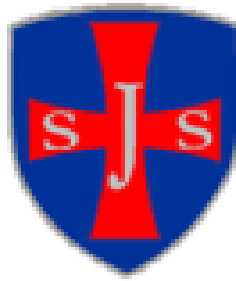


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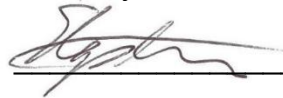


CHARGES AND REMISSION OF CHARGES POLICY STATUTORY

Adopted by the Governing Body
at its meeting on:

12th May 2026

Signed:



Name:

Stephen Kemp

Position:

Chair of Resources

Date:

12.05.2026

Review Date:

May 2027

Responsibility:

Governing Body

'Growing with Jesus in our hearts, heads and hands.'

CHARGES AND REMISSION OF CHARGES POLICY

MISSION STATEMENT

Growing together with Jesus in our hearts, heads and hands.

POLICY AIMS

The Governing Body recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make to a pupils' education.

The aim of this policy is to:

- Clearly set out the circumstances in which the school may charge for activities and when charges may be remitted or waived in accordance with current legislation and Department for Education (DfE) guidance.
- Have clear and robust processes in place for charging and remissions to ensure this policy is adhered to.

LEGISLATION AND GUIDANCE

This policy is based on the Department for Education (DfE) guidance, "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.

DEFINITIONS

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

POLICY CONTENT

1. Roles and responsibilities	1
2. Where charges cannot be made	2
3. Where charges can be made	3
4. Voluntary contributions	4
5. Activities this school charges for	5
6. Remissions	5
7. Monitoring arrangements	5

1. ROLES AND RESPONSIBILITIES

1.1 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 body also has overall responsibility for monitoring the implementation of this policy.

In our school, monitoring the implementation of this policy has been delegated to the Resources Committee.

1.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently and fairly and for ensuring that parents and carers are informed of any charges, voluntary contributions or remissions that apply. The Headteacher may delegate the day-to-day administration of this policy to appropriate staff.

1.3 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 or where they are not certain if the policy applies.

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

1.4 Parents

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

2. WHERE CHARGES CANNOT BE MADE

Below we set out **what the school cannot charge for**:

2.1 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 or 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.

2.2 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 which 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.

2.3 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

3. WHERE CHARGES CAN BE MADE

Below we set out **what the school can charge for**.

3.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Certain early years provision.
- Community facilities.

3.2 Optional extras

We are able to charge for activities known as 'optional extras', where permitted to by law. In these cases, the school 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 local authority/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 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 which is to be charged for.

3.3 Music tuition

The school 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.

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.

3.4 Residential visits

We can charge for the board and lodging element of residential visits, but the charge must not exceed the actual cost. When informing parents and carers about a residential visit, the school will make clear that parents and carers whose children are eligible under the current free school meals criteria, or other such benefits-based criteria as applied under current government guidance, are exempt from paying board and lodging charges.

4. VOLUNTARY CONTRIBUTIONS

As an exception to the requirements set out in 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.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Educational Visit by a third party to the school.
- Practical activities
- Curriculum enrichment activities

There is no obligation for parents to make any contributions, and no child will be excluded from an activity if their parents or carers are unwilling or unable to contribute. However, where insufficient voluntary contributions are received to make an activity financially viable and there is no alternative source of funding available, the school may cancel the activity. Parents and carers will be informed of this at the time they are notified of the activity.

5. ACTIVITIES THIS SCHOOL CHARGES FOR

The school will charge for the following activities:

- Morning Club
- After School Club
- After School activities
- Lunchtime activities / clubs

For regular activities, the charges for each activity will be determined by the governing body and reviewed each year. Parents will be informed of the charges for the coming year each year.

6. REMISSIONS

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

6.1 Remissions for residential visits

Remissions for residential visits will apply to pupils whose parents are eligible under the current free school meals criteria or where remission is otherwise required by current Government guidance. The school will apply the eligibility criteria in force at the time of the visit.

2025/26 Academic Year - Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances.
- Income Support.
- Income Based Jobseekers Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
- The guaranteed element of State Pension Credit.

- Working tax credit run-on for four weeks after entitlement ends.
- Income-related Employment and Support Allowance.

Transitional protections apply until the end of 2025/26 academic year. Pupils who become eligible under the benefits-based criteria during the school year, will retain that entitlement until the end of the 2025/26 academic year.

2026/27 Academic Year – From the start of the 2026/27 academic year, the Department for Education (DfE) has stated that all pupils in households receiving Universal Credit will be entitled to free school meals, regardless of earnings and that transitional protections will end. The school will apply the eligibility criteria and operational guidance in force at the relevant time.

7. MONITORING ARRANGEMENTS

The Resources Committee monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed annually by the governing body or earlier if there are any changes in legislation or DfE guidance. At every review, the policy will be approved by the governing body and published on the school website.

Policy drafted by: C Jones (SBM)

Policy to be reviewed annually.

The Governing Body is responsible for this policy.