



St. Finbar's Catholic Primary School  
& Early Years Centre

**Charging and Remissions  
Policy**

2026 - 2027

## Our Mission Statement

*In God's love we learn and grow together*

Founded upon Catholic principles of; dignity, solidarity, the common good and peace, we aim to inspire and celebrate each child's spiritual, intellectual, emotional, physical and creative growth.

In our safe and caring environment, we share strong, positive relationships with each other as well as the local community. Learning about each other's lives locally and the wider world teaches us the value and unique talents of everyone.

We will achieve our goals by enhancing pupils' self-esteem, their self-respect, respect for others and for all of God's creation.



We will learn and grow together



*In God's love we learn and grow together*

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## Change log

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## Guidance

Section 7.5 of the Governors Handbook.

Charging for School Activities. Departmental advice for governing bodies, school leaders, school staff and local authorities.

## 1. Overview

Our aim is to provide a wide range of additional opportunities for all our pupils in a fully inclusive manner with no pupil denied such opportunities for as long as such activities can be sustained by the school budget and resources.

At St Finbar's Primary School, we would aim only to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

## 2. Principles and Legal Basis

This policy is based on the statutory requirement that **education provided during school hours must be free of charge** to pupils registered at St. Finbar's Catholic Primary School, including the provision of all necessary books, materials, and equipment.

### Legal Basis

This policy is written in accordance with the provisions of:

- The **Education Act 1996** (Sections 449-452).
- The **Education (Prescribed Public Examinations) Regulations 1998**.
- The **Department for Education (DfE) guidance** on charging for school activities.

The Governing Body and Headteacher of St. Finbar's are committed to ensuring all pupils have equal access to a broad and balanced curriculum, in line with our Catholic mission and values, and will try to avoid activities that would rely on parental payment.

## 3. Charges permitted (Statutory)

The school may levy charges for the following optional or non-curricular activities:

- **Materials and Equipment:** Where parents wish to own a finished product (e.g., in Design & Technology or Art) and have agreed in advance to pay the cost of the materials used.
- **Optional Extras:** Activities provided outside of the school day that are not required as part of the National Curriculum or the statutory Religious Education curriculum. Examples include:
  - Individual or small-group tuition in the playing of a musical instrument (unless required by the National Curriculum).
  - Participation in certain school clubs or non-curricular visits/trips.
- **Examination Fees:** If a pupil or their parent/carer has not prepared properly for a public examination (not relevant for primary age but included for statutory completeness) or if the pupil fails to attend without a valid reason (e.g., sickness).

- **Board and Lodging:** The costs of board and lodging on a residential school trip.
- **Damages:** The cost of replacing school property (e.g., breakages, loss of school library books, or damage to school equipment) caused deliberately or negligently by a pupil.
- **Lunches:** When a child is not entitled to Free School Meals (FSM) due to benefits eligibility, but receives a lunch from school, this meal must be paid for in advance.

#### **4. Charges Not Permitted (Free Provision)**

The school will **not** charge for the following activities, as they are considered part of the education provided during school hours:

- **Admission Applications.**
- **Education provided during school hours** (including the necessary supply of materials, books, instruments, or other equipment). This excludes non-funded hours for children of nursery age.
- **Religious Education (RE)** and Collective Worship
- **Statutory Tests:** Entry for any prescribed public examination or statutory assessment (e.g., SATs).
- **Education provided outside school hours** if it is a necessary part of the National Curriculum or statutory RE, or part of a public examination syllabus.
- **Supply Teachers:** Provision of a supply teacher to cover for staff accompanying pupils on a school activity.

#### **5. Voluntary Contributions**

The school may ask parents/carers for **Voluntary Contributions** to fund activities that enrich the curriculum, such as school trips, visiting speakers, theatre groups, or materials for specialist projects.

- **No Obligation:** Contributions are genuinely voluntary. Parents/carers are under no obligation to contribute.
- **Non-Exclusion:** No pupil will be excluded from an activity simply because their parent/carer is unwilling or unable to contribute.
- **Cancellation:** If insufficient voluntary contributions are received to cover the costs of an activity, the Headteacher, under delegated authority from the Governing Body, may cancel the activity.

## 6. Remissions (Waiving of Charges)

The Governing Body operates a policy of waiving charges for certain activities for parents in receipt of specific benefits.

### Criteria for Remission

Charges for **board and lodging** on a residential trip *must* be remitted for parents/carers who are receiving the following benefits:

- Income Support (IS).
- Income-based Jobseeker's Allowance (IBJSA).
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided parents are not entitled to Working Tax Credit).
- The guarantee element of State Pension Credit.
- An income-related employment and support allowance (IRESA).
- Working Tax Credit run-on, paid for 4 weeks after a person stops qualifying for Working Tax Credit.
- Universal Credit.

### Procedure for Remission

- The Headteacher will ensure that a robust, confidential system is in place to verify eligibility for remissions.
- Parents/carers must notify the Headteacher in confidence and provide relevant evidence of benefit entitlement.

## 7. Residential visits and School Trips

### School Trips During School Hours

No charge will be made for educational visits or trips that take place wholly or mainly within school hours, as these are treated as part of the core curriculum. However, the school may request **Voluntary Contributions** (see Section 5).

### Residential School Trips (Board and Lodging)

The costs of **board and lodging** for any residential trip during school time (or partly in school time) will be charged to parents.

- If the parent is in receipt of specific benefits (see Remissions section), the charge for board and lodging will be remitted (waived).
- Costs related to educational activities, travel, or entrance fees on a residential trip **will not** be charged, but voluntary contributions may be requested.

## 8. Early Years

Provision for 3 and 4-year-olds receiving the **statutory free entitlement (15 or 30 hours)** will be free of charge.

- **Permitted Charges:** The school may charge for any additional services provided outside of the free entitlement hours (e.g., extended care, optional lunchtime provision).

### **The right to charge:**

We reserve the right to charge for;

- Extended EYFS sessions for children who are not entitled to 30 hours entitlement and require additional hours. Currently £5.50 per hour, £16.50 per 3 hours for an afternoon session.
- A school meal, if required. Cost per meal is £2.50.
- **Voluntary Contributions:** The school may request voluntary contributions for enrichment activities, resources, or trips. No child will be excluded based on a parent's inability or unwillingness to contribute.
  - Snack money of £1, if paid, should be paid every Monday to the class teacher.  
Any money donated will be banked with all other money weekly.

Parents who are studying must provide the following to be prioritized for a place under the admissions criteria:

- Proof of acceptance onto a course leading to an accredited qualification
- Evidence that the course provider will pay for childcare

## 9. Key Responsibilities

### **The Governing Body**

- Will review and amend the charging and remissions policy as appropriate annually
- Monitor the implementation of the policy by the Headteacher.

### **Head Teacher**

- Will implement the policy consistently and fairly
- Ensure that parents/ carers are fully aware of the policy and any costs/ contributions
- Will authorize activities and ensure funds are collected and managed appropriately
- Ensure confidentiality regarding remission eligibility

### **School Business Manager**

- Will provide effective financial administration enabling efficient budget management by the head teacher

### **Parents/ Carers**

- Co-operate with the policy, including providing notification and evidence for remission eligibility.
- Ensure prompt payment if statutory charges where applicable.

## Users

- Will abide by the terms and conditions of the booking and hiring contract, where applicable.

## 8. Exceptions and Procedures

### Exceptional Circumstances

The Headteacher, in consultation with the Chair of Governors, retains the discretion to waive any charge in **exceptional, compassionate circumstances** (e.g., severe short-term financial hardship) that fall outside the statutory remission criteria.

### Procedures

- **Notification:** Parents/carers will be clearly notified in writing if an activity is optional and if a charge is a statutory requirement (e.g., board and lodging).
- **Collection:** Payment will be requested via the school's preferred payment system (e.g., ParentPay or similar).
- **Non-Payment of Statutory Charges:** If a statutory charge (e.g., for damages or board/lodging on a non-remitted trip, lunches if not entitled to FSM) is not paid, the school may pursue the debt through normal recovery procedures.

## 10. Monitoring and review

The policy and associated procedures will be monitored termly by the school's business manager in consultation with the head teacher.

As noted above the policy will be reviewed annually by the Full Governing Board.

The policy is subject to in-year review in the light of any changes in legislation and/or guidance.

**Reviewed and ratified by:** Full Governing Body

**Date of review:** 22<sup>nd</sup> January 2026

**Date of next review:** January 2027

**Policy Status:** Statutory

**Policy cycle:** Annual