

# **ST MARY'S CE PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY April 2026**



## **INTRODUCTION**

St Mary's CE Primary School Charging and Remissions Policy take guidance from the DfE Policy – 'Charging for School Activities' which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in "A Guide to the Law for School Governors" (Chapter 23) and reflects the terms of the Education Act 1996.

The Policy will be reviewed on an annual basis by the School's Finance Committee and will be adjusted in line with new Government or Local Authority recommendations.

The purpose of the policy is to ensure that there is clarity over those items which the St Mary's CE Primary school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA Policy and the DfE guidance.

## **DEFINITION – THE SCHOOL DAY**

The school day is defined as: 8:55 am – 3:30pm. The midday break does not form part of the school day.

## **RESPONSIBILITIES**

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the School or any school activities. St Mary's Primary School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Business Manager will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits should make this clear to parents. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

The Business Manager will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

## **POLICY STATEMENT**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a

public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out. In these circumstances, no pupil will be prevented from participating in school day activities because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

If contributions from an activity exceed the actual cost, the school will refund surpluses of £3 or more per student where the charge for the activity is under £20; and £5 or more per student where the charge for the activity is £20 or more. Any surplus of less than £3 per student, where the charge for the activity is under £20 and less than £5 per student where the charge for the activity is £20 or more, will be retained in the School Fund for use with other activities.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **OPTIONAL ACTIVITIES NOT PART OF THE SCHOOL DAY**

We will charge for optional, extra activities provided outside of the school day, for example an evening theatre visit, professional football match, residential visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### **EDUCATION PARTLY DURING THE SCHOOL DAY**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **RESIDENTIALS**

Charges will be made for board and lodging

### **TRAVEL**

Travel in an insured member of staff's vehicle is free, as all expenses are covered by School Funds. A charge will be added to visits where mini-bus or coach hire is used.

### **CALCULATING CHARGES**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through School Funds.

### **SCHOOL MEALS**

Parents who would qualify for support are those who are currently in receipt of Free School Meals. Some children are entitled to Free School Meals. If you need to know who to contact about free school meals, please ask for advice from the general office.

Those children who have school lunches and are not entitled to free school meals must pay the current prices. Dinner money, for the full week, should be placed in a named envelope and given to your child to take to his/her class teacher on Monday mornings. Generally, children can only change from packed lunches to school dinners or from school dinners to packed lunches at the start of a new half term. Children should give at least two weeks' notice in the previous half term, if they are planning to change from packed lunches to school dinners, or school dinners to packed lunches. The school will chase up any outstanding school meal monies, after a two-week grace period.

## ELIGIBLE BENEFITS

Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges. You could qualify for Free School Meals if you meet the following criteria:

- Universal Credit with household income under the limit set by UK Government
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act
- The guaranteed element of Pension Credit
- Child Tax Credit **without Working Tax Credit**, and income under the limit set by UK Government

All discussions relating to individual family's financial circumstances will be confidential.

## MALICIOUS DAMAGE

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

## Governors Finance and Buildings Subcommittee April 2026

Signed Chair of Committee.....

Business Manager.....