Charging and Remissions Policy

ST CLARE
Catholic Multi Academy Trust

St Wilfrid's Primary School Mission Statement:

Everybody Matters

Adopted by St Clare Trust Board; Spring 2026

Next review by St Clare Trust Board; By 31 Jul 2029

Policy Name	Charging and Remissions
Status	Live
Policy Author	Chief Financial Officer
Date Adopted	Spring 2026
Review Period	3 years
Last Review Date	
Next Review Date	By 31st July 2029
Version	1.0
Advisory Committee	Finance and Resources Committee
Linked Documents and Policies	

This policy shall be reviewed in accordance with the above review date or earlier should there be a legal requirement, business requirement or any collective agreement that necessitates a change.

Introduction

The Trust is committed to a free and comprehensive education which provides equality of access and opportunity to all pupils and students.

The Charging and Remissions Policy aims to:

inform parents and carers where the school will or will not charge for activities, or alternatively where the school will request a voluntary contribution to support in covering the costs of an activities.
clarify how charges will be determined, to assist parent and carers in understanding why requests for payment are required for some activities.

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:
Education Act 1996.
The Charges for Music Tuition (England) Regulations 2007.
The Education (Prescribed Public Examinations) (England) Regulations 2010.
Department for Education:
Charging for school activities
Academy trust handbook

Admissions

There is no charge for admissions.

Examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil/student's parents. These principles apply equally to re-sits.

There is no charge for examinations that are not on the set list but have been arranged by the school.

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

There is a charge equal to the cost of the service, if the parent/carer have requested that their child's examination is re-marked. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parents or pupil will have their fees refunded.

School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils/students who are not entitled to free school meals will be charged in accordance with the prices decided by the Trust. Parents are required to make payment through the school's online payment system.

Dinner money balances are retained on the school's online payment system and are available for parents to check through logging onto their online account. Any unused balances will be dealt with in accordance with school procedures.

Outstanding payments will be dealt with in accordance with St Clare's debt recovery procedures.

School milk

School milk is provided free of charge for children under the age of 5 until the beginning of the term in which the child turns five. Other milk provided is charged per carton.

Activities that take place during school hours

There is no charge for education during school hours with the exception of music tuition.

We may charge for:
books and materials that the parent wishes the child to keep. The cost will be made clear to the parents before charge
optional extras
music or vocal tuition

Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:
part of the national curriculum, including sports matches against other schools;
part of the syllabus for a public examination that the pupil is being prepared for by the school;
part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras are:
Education/activities provided outside of school time that is not:
part of the national curriculum.
part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
part of religious education.
transport that is not taking the pupil to school or to other premises where the school, trust and/or local authority or 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 (e.g. breakfast clubs, after school clubs etc).

Cost of optional extras

Each school will decide when it is necessary to charge for optional activities and the level of those charges.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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.
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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
the cost of buildings and accommodation.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. Schools will ask all parents to contribute, however funds will be available to cover the cost of optional trips for disadvantaged students.

Activities that take place partly during school hours either on or off site

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Schools may charge for activities outside school hours which are not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Residential activities

Schools will not charge for the following:

- 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 curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools will charge for the following:

- Board and lodging

  When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

- Travel

  Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

- Activities

  The school may charge for residential activities that fall outside of school hours.

Music tuition within school hours

All St Clare schools follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

the school will not charge if the music tuition is part of the curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

All St Clare schools are all dedicated to ensuring equal opportunities for all pupils and students including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

Extended services

The Trust schools are dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day.
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services).
- ways of increasing pupil engagement.
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge for any extended services will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policies.

Damages to property, breakages and loss of items

Where school property has been wilfully damaged by a pupil/student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.
Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

Schools may charge for replacement items, such as planners, if these are misplaced by students. Please contact your school for the price of replacement items.

Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Any tax credit under the Tax Credits Act 2002.
- Universal credit.

Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils.

Voluntary contributions

The Trust schools may ask for voluntary contributions to the school for general funds and/or to fund activities or trips that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

Where an activity costs less than the estimated cost, if this equates to more than £10 per pupil it shall be refunded, or if the amount equates to less than £10 per pupil the contribution will be retained to support future school activities.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution, for activities or trips which are essential to the curriculum.

Schools may charge for optional extras.

Inability or unwillingness to make voluntary contributions

St Clare and its schools are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity which is essential to the curriculum because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.