

St Luke's RC Primary School

Charging and Remissions Policy



“At St. Luke’s School we follow the example of Christ by being God’s disciples here on Earth. We strive to be the best that we can be, to do the best that we can do and to make God proud.”

Policy Number	4
Target Audience	All Stakeholders
Approving Committee	Fabric and Finance
Last Review Date	Spring 2026
Next Review Date	Spring 2027
Policy Author	C. M Kerrane

Version Control			
Version No	Date Approved	Reviewed By	Changes
V1	June 2020	C. Kerrane	New policy
V2	November 2021	N. Bullough	Additional tuition from Music Shed.
V3	October 2023	C.Kerrane F and F	No Changes
V4	February 2025	C Kerrane F and F	Music tuition removed

Introduction

The Governing Body of St Luke's RC Primary School recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The Governors may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy document precludes the Governors from inviting parents to make a voluntary contribution towards the cost of providing school activities. Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. trips and visits. In these conditions pupils will not be excluded from taking part if parents will/cannot make a contribution. However the activity may be cancelled if insufficient funds are available to cover the cost. School hours exclude the lunch break, and those school hours notified by the Headteacher to parents from time to time.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

Roles and responsibilities

Governing Board

- The governing board 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 board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the resources committee.

Headteacher

- The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

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 school will provide staff with appropriate training in relation to this policy and its implementation.
- Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

The Governing Body recognises that the legislation prohibits charges for the following:

- 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, 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated; • transport provided in connection with an educational trip

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Musical events
- Some extra-curricular clubs provided by external providers.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget. A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Remissions

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.