St Saviour's C of E Primary School

Charging and Remissions Policy for Educational Activities

Committee Name:	Full Governing Body
Date of Approval:	**September 2026**
Validity Date:	**September 2027**
Person responsible:	Head Teacher

St Saviour's C. of E. Primary School was founded by and is part of the London Diocesan Board for Schools (LDBS).

The school is to be conducted as a Church of England school in accordance with Cannon Law and the teachings of the Anglican Church and in accordance with the Diocese of London. At all times, the school is to serve as a witness for the Christian Faith in Our Lord Jesus Christ.

St. Saviour's Primary School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. It 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.

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. 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.

3. Definitions

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

4. Roles and responsibilities

4.1 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.

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

Monitoring the implementation of this policy has been delegated to the Resources Committee.

4.2 Headteacher

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

4.3 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.

4.4 Parents/carers

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

5. Where charges cannot be made

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

5.1 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/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

5.2 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 body or local authority has arranged for pupils to be educated
- Transport that 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

5.3 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

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see 6.2)
- Music and vocal tuition, in limited circumstances (see 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 or 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.

6.3 Music tuition

Schools 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

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of 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, sports activities and workshops.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

The School Building and Maintenance Fund

In order to help maintain the school building, the Governors participate in a building insurance scheme organised by The London Diocesan Board for Schools. At the point of admission, parents are asked to contribute voluntary £60 per year per child (or £20 three times per year).

Additional Nursery Charges

Children of Nursery age are entitled to 15 hours of education which is paid by the Government. Nursery education is non-statutory. At the time of publication, the school offers 30 part-time places.

Some 3 to 4 year olds are eligible for 30 free hours of childcare a week. If they are NOT eligible for the additional 15 hours, parents may choose to pay an additional **£30** per day for their child to attend the afternoon session.

In addition to parents funding the additional hours themselves, the school also accepts childcare vouchers offered through work place schemes.

Music Tuition

All Music lessons within the school day are free to all children. The school arranges private tuition for a wide range of musical instruments and singing. The charge for this lies wholly with the parents.

Residential Activities/Activities outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra".

A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

Extra- Curricular Clubs, Breakfast Club and Wrap Around Club

The school runs a wide range of after school clubs which are organised by staff members or specialist coaches. They run from 3:30 p.m. to 4:30 p.m. The charge for each of these is currently £5 for staff led clubs and a variable charge for those organised by outside coaches.

The school runs a Breakfast Club each day from 8:30 a.m. to 8:45 a.m. The charge for this is £4.50. A Wrap-Around club, to provide after school care for working parents, runs each day from 3:30 p.m. to 5:30 p.m. The charge for this is £8.00 for the first hour or £15 for the whole session (3:30pm – 5:30pm, or any collection time after 4:30pm).

Private Photocopying/Telephone Calls

The Governors have agreed that, under normal circumstances, no charge will be made of these services. However, should a large number of copies or calls be required for personal use, permission will be sought from the Headteacher and a donation will be charged to cover costs.

Income from Sales
The school maintains a school uniform and parents are asked to purchase items direct from the company who make the uniform (Ace Clothing).

A full uniform list is available is on the school website. Parents can buy other uniform items (e.g. trousers, skirts, shorts and summer dresses) from numerous high street stores.

Second hand uniform can be purchased at any time by contacting the school office.

Lettings
The school will make its facilities available to outside users on a sliding scale of charges. This will be determined annually by the Resources Committee and is published in the school's Lettings Policy.

The school does not charge the PTA for use of the school for fund-raising activities.

Breakages
In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Chair of the Resources Committee may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

References for independent secondary schools
The school charges £50 for the first reference, and £25 for each subsequent reference. There is no charge for references for pupils who are in receipt of the Pupil Premium.

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

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the full cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Full Governing Body.