

St. Mary's Catholic Primary School

Charging and Remissions Policy



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Date: September 2026-28

Review Period: Every 2 years

Reviewed by: Headteacher

Date to be ratified by Local Governing Committee: 12 November 2026

1. Vision and Mission

Vision Statement

At St Mary's we welcome and value our children, families and wider community. We embrace and celebrate differences, enabling each individual to flourish and make a difference in the world. We create an enriching, safe environment that provides our pupils with an excellent education, underpinned by our faith and love of Christ.

Mission Statement

Every person matters, every moment counts.

"I can do all things through Him who strengthens me."

Philippians 4:13

2. Rationale

St Mary's Catholic Primary School is committed to providing an inclusive, high-quality education that enables every child to flourish academically, spiritually, socially and emotionally.

In living out our Mission and Vision, we recognise that every child should have the opportunity to participate fully in the life of the school. Educational visits, enrichment activities, curriculum experiences and extra-curricular opportunities contribute significantly to pupils' learning, wellbeing and personal development.

We are committed to ensuring that financial considerations do not create unnecessary barriers to participation and will seek, wherever reasonably possible, to support access to educational opportunities for all pupils.

This policy sets out the circumstances in which charges may be made for school activities and the arrangements for remissions and financial support.

3. Aims

This policy aims to:

- Ensure compliance with relevant legislation and Department for Education guidance.
 - Clearly identify activities for which charges may and may not be made.
 - Promote equality of opportunity and inclusion.
 - Support families experiencing financial hardship.
 - Provide transparent arrangements for charging, voluntary contributions and remissions.
 - Ensure that educational opportunities remain accessible to all pupils wherever reasonably possible.
 - Reflect the school's Catholic commitment to dignity, compassion, inclusion and service.
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4. Legal Framework

This policy has due regard to:

- The Education Act 1996 (Sections 449-462).
- Department for Education guidance: *Charging for School Activities*.
- The school's Academy Funding Agreement.
- Bishop Wilkinson Catholic Education Trust requirements.

Where this policy differs from previous practice, statutory requirements shall take precedence.

5. Definitions

Charge

A fee payable for specifically defined activities where legislation permits schools to recover costs.

Remission

The reduction or cancellation of a charge that would otherwise be payable.

Voluntary Contribution

A contribution requested from parents/carers towards the cost of an activity where no charge can legally be made.

6. Roles and Responsibilities

6.1 Local Governing Committee

The Local Governing Committee is responsible for:

- Ratifying this policy.
- Monitoring implementation.
- Reviewing effectiveness.
- Ensuring compliance with statutory requirements.

6.2 Headteacher

The Headteacher is responsible for:

- Implementing this policy fairly and consistently.
- Determining charges where permitted by legislation.
- Considering requests for remissions and financial support.
- Ensuring confidentiality when dealing with family circumstances.
- Reporting significant issues relating to charging and remissions to governors where appropriate.

6.3 School Staff

Staff organising activities and visits must:

- Follow this policy.
 - Ensure charges and voluntary contributions are communicated clearly.
 - Obtain appropriate approval before financial commitments are made.
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7. Activities for Which No Charge Will Be Made

No charge will be made for:

7.1 Education During School Hours

Education provided wholly or mainly during school hours, including:

- National Curriculum lessons.
- Religious Education.
- Curriculum enrichment activities.
- Educational workshops linked to curriculum provision.

7.2 Educational Visits

Educational visits that take place during school hours, except where legislation permits recovery of board and lodging costs associated with residential visits.

7.3 Examination Entries

- Entry to prescribed public examinations where the pupil has been prepared for the examination by the school.
- Examination re-sits where required by the school.

7.4 Teaching Resources

- Books.
- Equipment.
- Learning materials.
- Digital resources required to deliver the curriculum.

7.5 Transport

Transport provided in connection with statutory educational requirements.

8. Activities for Which Charges May Be Made

The school reserves the right to charge for activities where legislation permits.

Any charge made will not exceed the actual cost incurred by the school.

8.1 Optional Extra-Curricular Activities

Charges may be made for activities taking place wholly or mainly outside school hours that are not required as part of:

- The National Curriculum;
- Religious Education; or
- Examination syllabus requirements.

Examples may include:

- Sports clubs;
- Educational visits outside school hours;
- Holiday activities;
- Performing arts activities;
- Special interest clubs;
- Enrichment programmes.

8.2 Residential Visits

Where a residential visit takes place during school hours or forms part of the National Curriculum, Religious Education or examination syllabus requirements, the school will not charge for educational provision or travel costs.

However, charges may be made for board and lodging, provided these charges do not exceed the actual cost incurred by the school. [\[assets.pub...ice.gov.uk\]](#), [\[opgs.org\]](#)

8.3 Individual or Group Music Tuition

Charges may be made for instrumental or vocal tuition requested by parents/carers where the tuition is not required as part of:

- The National Curriculum;
- Public examination requirements; or
- Religious Education. [\[assets.pub...ice.gov.uk\]](#)

8.4 Damage, Loss or Replacement Costs

The school may seek reimbursement where loss or damage results from:

- Wilful misconduct;
- Negligent behaviour; or
- Failure to return school property.

This may include:

- Reading books;
- Library books;
- School equipment;
- Musical instruments;
- Electronic devices;
- Damage to school property.

Before seeking reimbursement, the school will consider all relevant circumstances and available evidence. The Headteacher will determine whether recovery of costs is appropriate.

8.5 School Lettings

Charges may be applied for the use of school premises in accordance with the school's Lettings Policy.

8.6 Materials Retained by Pupils

The school may charge for materials or ingredients where parents/carers have indicated in advance that they wish to own the finished product.

Examples may include:

- Design and technology projects;
- Art projects;
- Food and nutrition activities. [\[assets.pub...ice.gov.uk\]](#)

8.7 Examination Charges

Where applicable, charges may be made for examination entries where:

- The school has not prepared the pupil for the examination; or
- Fees are incurred because a pupil fails to meet examination requirements without good reason,

where such charges are permitted by legislation. [\[assets.pub...ice.gov.uk\]](#), [\[opgs.org\]](#)

9. Voluntary Contributions

The school may invite parents/carers to make voluntary contributions towards the cost of:

- Educational visits;
- Visitors and workshops;
- Sporting events;
- Cultural experiences;
- Enrichment activities.

Parents/carers will be informed that:

- Contributions are voluntary.
- There is no obligation to contribute.
- Pupils will not be treated differently according to whether a contribution has been made.
- No individual pupil will be excluded from participation because their parent/carer has not contributed.

Where insufficient voluntary contributions are received and the school is unable to meet any funding shortfall from alternative sources, the activity may be cancelled. [\[assets.pub...ice.gov.uk\]](#)

10. Remissions and Financial Support

Consistent with our Catholic Mission that *Every person matters, every moment counts*, St Mary's Catholic Primary School seeks to ensure that financial hardship does not unnecessarily prevent participation in educational opportunities.

The school will ensure that parents/carers experiencing financial hardship, including those in receipt of qualifying benefits, are made aware of available support when educational visits or activities involve a charge or requested contribution. [\[assets.pub...ice.gov.uk\]](#)

Subject to available funding and resources, the school may, at its discretion:

- Reduce or waive charges;
- Provide support towards educational visits;
- Assist with residential visit costs;
- Use Pupil Premium funding where appropriate and permitted;
- Access charitable support where available;
- Consider reasonable alternative arrangements to support participation.

Where legislation requires remission of board and lodging charges for eligible pupils participating in qualifying residential visits, the school will apply those remissions in accordance with statutory requirements.

[\[assets.pub...ice.gov.uk\]](#)

Any remission or financial support provided under this policy is discretionary and will be determined on a case-by-case basis.

Parents/carers experiencing financial difficulties are encouraged to contact the Headteacher in confidence.

Requests will be considered discreetly, sensitively and fairly.

The school will make reasonable efforts to support participation where financial hardship may otherwise create a barrier, subject to available funding and resources.

11. Equality and Inclusion

The school will implement this policy fairly and consistently and will have due regard to its responsibilities under the Equality Act 2010.

In accordance with our Vision and Catholic values, we will strive to ensure that all pupils feel welcomed, included and valued and are able to access the opportunities offered by the school, regardless of individual circumstances.

12. Monitoring and Review

The Headteacher will monitor the implementation of this policy and report any significant issues to the Local Governing Committee.

The policy will be reviewed every two years or earlier if required due to:

- Changes in legislation;
- Changes in Department for Education guidance;
- Changes in Trust requirements; or
- Findings arising from policy monitoring or review.