



# St Gabriel's CE Primary School

## Charging & Remissions Policy

### Our Vision Statement:

Our aim is to nurture children with the confidence and self-belief to achieve their best;  
to have the courage to think for themselves;  
to be resilient in their learning and ambitious in their hopes and dreams;  
to live in harmony, respecting others;  
to search and question throughout life's journey;  
to find personal faith;  
and to learn about the Gospel of hope and love found in Jesus Christ.

*Seeking to nurture:*

Sel**F**-belief   Cour**A**ge   Res**I**lience   Ambi**T**ion   **H**armony

**“Stand firm... be courageous” 1 Corinthians 16:13**

**Policy Reviewed: Summer 2025**

**Next Review: Summer 2026**

# 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

# 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 maintained schools in England.

# 3. Definitions

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

# 4. Where charges cannot be made

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

## 4.1 Education

- Admission applications
- Education provided during school hours
- Education provided outside school hours if it is part of the national curriculum
- Instrumental or vocal tuition if it is part of the national curriculum

## 4.2 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 provided in connection with an educational visit

## 4.3 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

# 5. Where charges can be made

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

## 5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition provided at the request of parents, outside the national curriculum
- Community facilities

## 5.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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
- Transport (other than transport as stated in section 4.2)
- 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.

## 5.3 Music tuition

The school 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

## 5.4 Residential visits

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

## 6. 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 enrich the experience and education of our children, but which would not otherwise be possible without additional funds. Sometimes the Friends Association will fund or subsidize costs in order to support both school and parents.

Some activities for which the school may ask parents for voluntary contributions include:

- Educational visits within school hours
- Visiting speakers / performers / workshop leaders who will provide specialist activities
- Ingredients and / or materials for items to be made at school in lessons and subsequently taken home

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.

## **7. Activities this school charges for**

The school will charge for the following activities:

- Books and materials that the parent wishes the child to keep
- Optional extras (see above)
- Peripatetic music tuition (see above)

For regular activities, the charges for each activity will be determined by the Headteacher and reviewed annually.

## **8. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 5 and 7 of this policy. This will be at the discretion of the Headteacher and governing body and will depend on the activity in question.

### **8.1 Parents in receipt of benefits**

Parents in receipt of benefits whose children are currently eligible for free school meals, or whose children have in the past been eligible for free school meals and have been recorded as such on school's census return (Ever6), are not routinely exempt from charges. Requests for voluntary contributions will still be made.

### **8.2 Remissions for residential visits**

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

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Requests for voluntary contributions towards transport costs will still be made.

## **9. Payments for school meals**

There will be no charge for meals for children who are eligible for free school meals (due to receipt of benefits or covered by the phase protection due to the Universal Credit roll out) or are in the Reception, Year 1 or Year 2 class and automatically receive universal infant free school meals.

Pupils who are not entitled to free school meals will be charged a set amount as determined by the governing body.

## **10. Swimming**

Swimming lessons, organised by school take place in school time and are part of the national curriculum. No charges will be made for this activity.

## **11. Damage to property and breakages**

Where school property has been willfully damaged by a child or parent, or damage has been caused by negligence or neglect to show due care, the school can 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 can pass some or all of the cost to those responsible.

These charges will be made at the discretion of the Headteacher and are dependent upon the situation.