



St. Margaret's CE VA Primary School: Charging and Remissions Policy

Date: 06/09/2025

Review Date: September 2026

1. Introduction and Purpose

This policy outlines the circumstances under which St. Margaret's CE VA Primary School may charge parents/carers for activities and services, and the circumstances under which remissions (full or partial waivers of charges) may be granted. It aims to ensure transparency, fairness, and consistency in the application of charges, while also ensuring that all pupils have access to a broad and balanced curriculum, regardless of their parents'/carers' financial circumstances. This policy complies with the Education Act 1996 and other relevant legislation and guidance.

- *We want to ensure that we provide a broad and balanced curriculum for all Pupils, regardless of financial background.*

2. Legal Framework

This policy is based on the following legal framework:

- **Education Act 1996:** Sections 449-462 detail the regulations regarding charging for school activities.
- **School Governance (Charging and Remissions Policies) (England) Regulations 1999:** Provides further clarification on the implementation of charging and remissions policies.
- **Guidance from the Department for Education (DfE):** Up-to-date guidance on charging for school activities.
- **Equality Act 2010:** Ensures that the policy does not discriminate against any Pupil or group of Pupils.

3. Definitions

- **Charging:** Seeking a financial contribution from parents/carers for activities or services provided by the school.



- **Remissions:** Waiving all or part of a charge for an activity or service.
- **Parents/Carers:** Includes all individuals with parental responsibility for a Pupil, including guardians and foster parents.
- **School Time:** Any time during which Pupils are required to be at school, including lunch breaks.

4. Principles

- No Pupil will be excluded from participating in activities that are part of the National Curriculum or Religious Education due to their parents'/carers' inability to pay.
- The school will strive to keep charges to a minimum and will provide clear and transparent information about costs.
- Remissions will be considered on a case-by-case basis, taking into account individual circumstances.
- The school will ensure that all Pupils are treated equally and that no Pupil is stigmatised as a result of their parents'/carers' financial circumstances.
- The school will actively seek alternative funding sources (e.g., grants, fundraising) to reduce the need for charging parents/carers.

5. Activities for Which Charges Will *Not* Be Made

The school will *not* charge 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, Religious Education, or is directly related to the syllabus.
- Entry to any public examination where the Pupil has been prepared for it at the school.
- Transport provided to take Pupils to school if they are entitled to it.
- Swimming lessons if these are part of the National Curriculum.

6. Activities for Which Charges *May* Be Made

The school *may* charge for the following:

- **Optional Extras:**



- Activities outside school hours that are *not* part of the National Curriculum, Religious Education, or directly related to the syllabus (e.g., after-school clubs, sports clubs).
- Materials for activities that parents/carers wish to keep (e.g., ingredients for a cooking club where Pupils take home what they have made).
- Music tuition (individual or small group) if it is not part of the National Curriculum.
- Transport to and from optional activities.
- **Residential Visits:**
 - The cost of board and lodging on residential visits that take place during school time or are directly related to the curriculum. The charge will not exceed the actual cost.
- **Damage to School Property:**
 - The cost of repairing or replacing school property damaged wilfully or negligently by a Pupil.
- **Examination Re-sits:**
 - The cost of re-sits for examinations, where the initial examination was paid for by the school.
- **Nursery wraparound provision:**
 - To pay for supervision for nursery pupils after their funded hours.

7. Remissions Policy

The school will consider remissions in the following circumstances:

- Pupils whose parents/carers are in receipt of:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
 - Guaranteed Element of State Pension Credit



- Universal Credit, provided they have an annual net earned income equivalent to or less than £7,400, as assessed by earnings from up to three previous assessment periods.
- Pupils who are looked after by the local authority (children in care).
- Pupils whose parents/carers are experiencing significant financial hardship, as determined by the Headteacher on a case-by-case basis.

8. Application for Remissions

- Parents/carers who believe they are eligible for remissions should apply in writing to the Headteacher, providing supporting evidence of their financial circumstances (e.g., benefit statements).
- All applications will be treated confidentially.
- The Headteacher will consider each application on its merits and will inform the parents/carers of the decision in writing within 14 days.
- The Headteacher's decision is final.

9. Voluntary Contributions

The school may, from time to time, request voluntary contributions from parents/carers to support specific activities or projects. It will be made clear that these contributions are voluntary, and that no Pupil will be excluded from participating in the activity if their parents/carers are unable or unwilling to contribute.

10. Roles and Responsibilities

- **Governing Body:** Responsible for approving and reviewing the Charging and Remissions Policy.
- **Headteacher:** Responsible for implementing the policy, making decisions on remissions applications, and ensuring that all staff are aware of the policy.
- **School Business Manager:** Responsible for managing the financial aspects of the policy, including collecting charges and processing remissions.
- **Teachers and Support Staff:** Responsible for informing parents/carers about charges for activities and for ensuring that no Pupil is excluded due to financial circumstances.
- **Parents/Carers:** Responsible for paying charges where applicable, and for applying for remissions if they believe they are eligible.

11. Communication



This policy will be made available to all parents/carers on the school website and in the school prospectus. Information about charges for specific activities will be communicated to parents/carers in writing, with sufficient notice. The availability of remissions will be clearly communicated alongside information about charges.

12. Monitoring and Review

The Headteacher will monitor the implementation of this policy and will report to the Governing Body on its effectiveness. The policy will be reviewed annually by the Governing Body, taking into account any changes in legislation or guidance, and feedback from parents/carers and staff.