

Charging and Remissions Policy
St Mary's Catholic Primary School



Reviewed: September 2026

Love, Listen and Learn

Mission Statement

St. Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

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 to 462 of which set out the law on charging for school activities in England.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

The governing board has overall responsibility for monitoring the implementation of this policy.

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

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that 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 and carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

In accordance with these guidelines, St Mary's Catholic School:

- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity.
- Will not charge for any activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
- May charge for School-Time activities by inviting parents and others to make voluntary contributions. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential visits, except for pupils whose parents are in receipt of:

- Income Support (IS)
 - Universal Credit in prescribed circumstances
 - Jobseekers Allowance (JSA)
 - Support under the Immigration, Asylum and Nationality Act 2026
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £19,995 (Financial Year 2026/27)
 - The guarantee element of State Pension Credit
- The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.
 - May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
 - May charge for activities (optional extras), which happen outside School hours when these activities are not necessary part of the National Curriculum.
 - Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
 - Any debts incurred by the school will be written-off in accordance with the regulations detailed in the 'LBE Scheme for Financing Schools', April 2026.

The Governors will review this policy on an annual basis.

This review: July 2026

Next review: July 2027