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St Mary's C of E Primary School



Charging and Remissions Policy

Committee responsible	Finance & Resources Committee
Approval required by	F and R
Statutory or Recommended	Statutory
Frequency of review	1 year
Date approved	June 2025
Date of next review	June 202
Displayed on website	Yes
Link with other policies	N/A
Digitally signed by the Chair Of Governors:	Joseph Al-Khalili
Digitally signed by the Headteacher:	Emmeline Lawlor

St Mary's Primary School, Church Lane, Chessington, KT9 2DH

<https://www.stmaryschessington.co.uk>

1. Introduction

This policy outlines the circumstances under which St Mary's C of E Primary School may charge parents for school activities and when charges may be reduced or waived.

The governing body is legally required to publish this policy, which is based on charging laws, primarily Sections 449 to 462 of the Education Act 1996.

This policy aims to ensure compliance with legal requirements and provide transparency for parents and carers regarding financial expectations and support options.

2. Principles

Education provided to registered pupils during school hours is free of charge. This includes necessary materials, books, instruments, or other equipment.

There is no charge for school admission applications. We recognise the value of additional activities like trips, clubs, and residential experiences and aim to provide them as part of a broad curriculum and as optional activities.

3. Activities for which Charges May Be Made

The school and Governing Body may charge for activities in the following circumstances:

- **School Journeys / Residential Visits:** We may charge for board and lodging, not exceeding the actual cost. We cannot charge for education during school hours, activities meeting public examination syllabus requirements, related to the National Curriculum or religious education, or for supply teachers covering for attending teachers.
- **Activities Outside School Hours (Optional Extras):** We may charge the full cost for approved optional extras outside school hours. Examples include certain extracurricular trips or after-school clubs. An activity is an 'optional extra' if it's outside school hours, not part of the National Curriculum, not for a prescribed public examination, and not part of religious education.
- **Individual or Group Instrumental/Vocal Tuition:** We may charge for individual or group vocal or instrumental tuition at the parent's request. Charges will not exceed the cost of provision, including staff. We cannot charge if it's part of the National Curriculum or initial whole-class tuition.
- **Materials:** We may charge for materials used in school if the parent wants the finished article and agrees in advance. Charges will not exceed the material cost; alternatively, parents may provide the materials.
- **Damage to Property or Equipment:** Parents of pupils causing damage through inappropriate behaviour may be asked to contribute to repair or replacement costs. Each incident is considered individually at the school's discretion.

The categories for which charges may be made can be amended with Governing Body agreement.

4. Activities for which Charges May Not Be Made

The law prohibits charging for:

- Education during school hours.
- Education outside school hours if part of the National Curriculum, a prescribed public examination syllabus, or religious education.
- Admission applications to any state-funded school.
- Supply teachers covering residential visits.
- Transporting pupils to other premises for education arranged by the governing body or local authority.
- Transport for pupils to meet examination requirements when prepared at the school.
- Transport related to educational visits.
- Entry for public examinations in regulations, if the pupil was prepared at the school (unless there are educational reasons or parental request not to enter). We cannot charge for failure without good reason, even if the school paid the fee.
- Tuition in playing a musical instrument or vocal tuition if part of the National Curriculum or initial whole-class tuition.

5. Remissions Policy

The school has a remissions policy for waiving charges in certain circumstances.

- **Remissions for Residential Visits (Board and Lodging):** We must remit board and lodging charges for parents receiving certain benefits, aligned with free school meal eligibility. The Headteacher informs all parents of this right. The school budget covers these costs.
- **Remissions for Other Activities:** We may fully or partly remit costs for other activities (e.g., optional extras) for specific parent groups, such as those on certain benefits or parents of pupils eligible for free school meals or pupil premium. Remissions may also be considered for family hardship.

Parents will be invited confidentially to discuss charge remissions. The Headteacher, in consultation with the Chair (or Vice Chair) of Governors, will authorise remissions. Information about eligibility will be available to parents.

6. Voluntary Contributions

This policy does not prevent the school from inviting voluntary contributions for school activities during school time or general running costs.

- Voluntary contributions are donations, entirely optional, with no pressure to contribute. Parents can choose to give nothing.
- Pupils will not be treated differently based on whether their parents contribute.
- Requests for voluntary contributions will clearly state that there is no obligation. This

will be on all documentation, correspondence, emails, flyers, marketing material, and the school website.

- Donation requests should not resemble invoices.
- We will not issue invoices or statements for voluntary contributions.
- Contributions are for the general benefit of the school or activities. We will avoid linking them to specific curriculum areas that cannot be charged for.

7. Policy Publication and Review

This Charging and Remissions Policy is published on the school website in the policy/statutory information section, easily accessible to all parents, including prospective parents. The policy is reviewed annually to reflect legal changes or school policy updates. The review date is on the policy document. The charging and remissions sections are combined for ease of use.

8. Monitoring, Evaluation and Review

The school will review this policy annually to assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.