



St Anne's RC Primary
'We Grow Together in God's Love'



Charging and remissions policy 2025-2026

Approved Sept 2025

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Mission Statement

We grow together as a Catholic Faith Community, following and promoting Gospel values in all we do. We grow together in wisdom, encouraging each child to achieve their full potential—academically, spiritually, and socially—in a spirit of confidence. We grow together in respect, friendship, and responsibility, reaching out to those in our wider community.

We Grow Together in God's Love.

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 and will not be made.
- Offer a range of activities and visits while minimising the financial barriers that may prevent some children from taking full advantage of these opportunities.

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 to 462, which set out the law on charging for school activities in England. It is also based on guidance from the DfE on maintained schools governance.

3. Definitions

- **Charge:** A fee payable for specifically defined activities.
- **Remission:** The cancellation of a charge which would normally be payable.

4. Roles and Responsibilities

4.1 The Governing Board

- The governing board has overall responsibility for approving the charging and remissions policy and monitoring its implementation.
- Responsibility for approving the charging and remissions policy has been delegated to the full governing body.

4.2 Headteacher

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

4.3 Staff

- Staff are responsible for implementing the charging and remissions policy consistently and notifying the headteacher of any specific circumstances that may require clarification.
- The school will provide staff with appropriate training regarding this policy and its implementation.

4.4 Parents/Carers

- Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where Charges Cannot Be Made

5.1 Education

- Admission applications.
- 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.
 - A syllabus for a prescribed public examination that the child is being prepared for at the school.
 - Religious education.
- Instrumental or vocal tuition unless requested by the pupil's parent/carers.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5.2 Transport

- Transporting registered children to or from the school premises where the local authority (LA) has a statutory obligation to provide transport.
- Transporting registered children to other premises arranged for education by the governing board or LA.
- Transport that enables a child to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

5.3 Residential Visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit outside school hours if it is part of:
 - The National Curriculum.
 - A syllabus for a prescribed public examination that the child is being prepared for at the school.
 - Religious education.
- Supply teachers covering for teachers who are absent from school during a residential visit.

6. Where Charges Can Be Made

6.1 Education

- Music tuition, which is subsidised by the school.
- Year 6 Robinwood trip, which is also subsidised by the school.
- School meals for children not in receipt of Free School Meals (FSM) or universal free meals.

7. Contributions

The school may ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible. The following contributions may be requested:

- **£40 trip contribution** for various educational trips throughout the year, including theatre trips, art galleries, and orchestral experiences.
- **£5 per term Nursery snack contribution** to provide children with a variety of nutritional snacks.
- Fundraising contributions to support school activities and equipment.
- Charity work contributions to raise awareness of Catholic social teaching.
- Contributions towards extra activities that enhance the educational experience.

Additional Information

- We provide a **free breakfast club**, approved by governors, to ensure that our children receive a healthy breakfast to set them up for the day. Although this can be chargeable, we currently offer it for free.
- We offer **1.25 hours of additional nursery hours** above the 15 free hours, as we believe it is beneficial for nursery children to start at the same time as the rest of the school. This may change in the future.
- We provide **free after-school activities**; however, where necessary, we may ask for contributions to these, and parents will be informed in advance.

8. Activities We Charge For

The school will charge for the following activities:

- Music tuition.
- Year 6 Robinwood trip.
- School meals for children not in receipt of FSM or universal free meals.

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents/carers will be informed of the charges for the coming year.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question. Parents/carers who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging for residential visits.