



CHARGING AND REMISSIONS POLICY

Reviewed by:	Mr D Towers (Business Manager) Mr S Gabriel (Headteacher)
Approved by:	Full Governing Body
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Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.

1. Purpose

We want all our pupils to have an equal opportunity to benefit from the School's activities, both on and off site, within and outside the curriculum, regardless of their families' financial means.

2. Scope

This Charging and Remissions Policy informs staff and parents about charging for School activities.

This Charging and Remissions Policy has been compiled in line with DFE requirements and in accordance with of the Education Act.

3. Definitions

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

4. Responsibility

The Governing Body in consultation with the Headteacher, are responsible for the implementation of the Charging and Remissions Policy and the determination of any individual case arising from the implementation of this policy.

5. Where charges cannot be made

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

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 pupil is being prepared for at the school
 - Religious education

- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination resubmissions if the pupil is being prepared for the resubmissions at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transport that enables a pupil 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 that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

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

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Items of school uniform
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination entries or re-sit(s) if the pupil is being prepared for the examination at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus, including failing to attend a public examination.
- In the case of Key Stage 3 Food Technology, parents are asked to make a small contribution towards the cost of ingredients on an annual basis.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- A charge will be made when the School determines, for educational reasons, that a pupil should not be entered for an examination, but the parent/guardian (or the pupil if aged 18 or over) requests that the pupil be entered. In such cases, the examination entry fee must be paid by the parent/guardian or pupil. If the pupil subsequently passes the examination, the School may, at its discretion, refund the cost.
- Transport
- 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/carers 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 that is to be charged for.

6.3 Music tuition

Schools 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/carer.

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
- For a pupil who is looked after by a local authority

6.4 Residential visits

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

6.5 Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. Other contributions

As an exception to the requirements set out in section 5 of this policy, the school can ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

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

- School trips
- Sports activities
- Charitable donations
- Ingredients for catering lessons

The school's governors will subsidise these activities to ensure that they are affordable to all pupils, and in instances where need is identified, additional support may be provided.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Lettings

The school will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually via the Lettings policy agreed by the Governing body.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in section 6 of this policy. This will be at the discretion of the Headteacher and/or governing board and will depend on the activity in question.