

Charging and Remissions Policy

As a Christian school part of the ethos at St Mary's is to offer pupils a broad and balanced curriculum. It is therefore important that we offer pupils a wide range of educational experiences. These include sporting activities, trips, and residential experiences. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) regardless of their parents/carer's financial means. This policy outlines how we do our best to be inclusive, removing barriers which may prevent some pupils taking advantage of educational opportunities.

1. Roles and responsibilities

1.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy and monitoring how it is applied but can delegate this to a committee, and individual governor or the Principal.

1.2 The Principal

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

1.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

1.4 Parents/carers

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

2. Where charges cannot be made

Below we set out what the School cannot charge for:

- 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.
- Transport provided in connection with an educational visit, e.g. sports fixture.
- Education provided on any residential 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
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

3. Where charges can be made

Below we set out what the School can charge for:

3.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Education provided outside of school time that is not part of the National Curriculum.
- Board and lodging for a pupil on a residential visit but the charge cannot exceed the actual cost for the pupil. Parents who can prove they are in receipt of any of the benefits listed in the section on remissions will be exempt from paying the cost of board and lodging for residential visits.
- Vocal or instrumental tuition provided either individually or to groups of pupils, where the tuition is provided at the request of parents. 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, or the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme or for a pupil who is looked after by a local authority.
- Extended day services offered to pupils, e.g. after-school clubs.
- School bus.

3.2 Optional extras

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 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 which is to be charged for.

4. Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- Swimming

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

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

5. Remissions

In some circumstances, the school may not charge for items or activities where it has the right to ask for a contribution. This will be at the discretion of the Principal and will depend on the individual circumstances.

A remission will be applied if the School receives pupil premium grant or top up funding in respect of the pupil.

Date Implemented:	May 2025	
Approved by:	Laura Scrivens	Chair of Governors
Person Responsible:	Peter Kyles	Principal
Review Date:	May 2026	