

CHARGING AND REMISSIONS POLICY



Approved	June 2026	Review period	Annual
Next Review	June 2028		

HOLY CROSS CATHOLIC PRIMARY SCHOOL

Charging and Remissions Policy

Introduction

Holy Cross Catholic Primary School, part of the St John Paul II Multi Academy, recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. Under the direction of the Board of Directors, the school aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. Holy Cross Catholic Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Context Law states

That all education deemed to be part of the curriculum provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Multi Academy.

No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

Aims:

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Charges

Under the direction of the Board of Directors, we reserve the right to make a charge or request for contribution in some circumstances for activities organised by the school.

Pupil Premium and Charges

For all activities deemed to be part of the school curriculum, parents have the right to claim free activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1996
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

In accordance with the Pupil Premium Plan agreed by schools in the academy, children entitled to the Pupil Premium grant, may also be granted a contribution to some or all of the costs of activities deemed to be not part of the school curriculum.

Remissions

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution. The school will have the right to withdraw from proposed activities if insufficient funding is available to enable the activity to take place.

Under the direction of the Board of Directors, we may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Executive Principal in consultation with the Chair of Governors.

Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. If sufficient contributions are not received, the activity may be cancelled.

Charges

Under the direction of the Board of Directors, The Governing Body reserves the right to make a charge for the activities and items detailed below:

Potential Charge	Policy
Residential Courses taking place largely in school time	Parents are required to meet the full cost of the residential visit. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.
Activities outside school hours not within the National Curriculum	Parents are required to meet the full cost.
Individual Instrumental Music Tuition	Where the school provides an 'outside' tutor, parents will be charged for the tuition.
Materials for practical subjects	Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.
Lost school equipment, books, etc.	Parents may be requested to replace school equipment, books, etc. which have been lost by their child.
Breakages and damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil may be charged to parents by the school.
Photocopying	Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

Private fees	Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Executive Principal in discussion with the Chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.
Other	Cases of family hardship which make it difficult for pupils to take part in any activity will often be considered sensitively by the Governing Body. Parents may apply or be invited to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Executive Principal in consultation with the Chair of Governors.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.