



CHRIST the KING

Catholic Primary School and Nursery with
The Ark, a Specialist Resource



“Loving Learning Growing together as Christ’s family”

Charging and Remission Policy

Policy Management

Policy owner	School Business Manager
Approval level:	FGB
Date of next review	November 2026
Review cycle	Annually
Type of Policy:	Statutory
Template Based on:	
Statutory Guidance	<i>DfE (2018) ‘Charging for school activities’ Education Act 1996</i>

Charging and Remission Policy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim 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.

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 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

The school will review and update this policy in line with any future DfE revisions to the statutory guidance.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable.

CHARGES

We reserve the right to make a charge to parents for the following:

- 1. School Journeys in School Hours**

The board, lodging and transport element of approved residential activities deemed to take place in school hours.

- 2. Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours that are not part of the National Curriculum or a statutory religious education requirement.

Any charge made will not exceed the actual cost of providing the activity divided equally by the number of pupils participating.

- 3. Individual Instrumental Tuition**

The cost to the pupil for providing any individual or small group instrumental tuition not part of normal curriculum music lessons or the statutory music curriculum entitlement. Charges will be based on the cost price only.

- 4. Charging in Kind**

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: CDT, Science, Art/Craft. A charge will only be made where the parent/carer has indicated in advance that they wish their child to own the finished product. If the item remains the property of the school, no charge will be made.

- 5. Voluntary Contributions**

From time to time we may ask parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time, (for example for transport on a school trip or entrance fees to museums or theatres). The continuance of such an activity may depend upon sufficient voluntary contributions being received, but once it



has been decided to run such an activity no qualifying child will be excluded for non-payment. Contributions are genuinely voluntary, and pupils whose parents do not make a contribution will not be treated differently. If an activity cannot proceed without sufficient contributions, this will be made clear to parents/carers at the outset.

6. Extended school services / community use (where applicable)

Charges may be made for optional extras such as breakfast or after-school clubs, holiday activities, or community use of facilities. These are outside normal school hours and not part of the National Curriculum. Any charge will cover the actual cost of provision only and will not subsidise other pupils.

REMISSIONS

When a chargeable activity is arranged parents will be advised that cost should not be a barrier to participation and if they have concerns, they will be invited to discuss these with the Headteacher in confidence.

Where a pupil is eligible for Free School Meals or is in the care of a Local Authority the Governing Body may offer to remit some or all of the charges listed above. Full remission may be granted for pupils whose parents/carers are in receipt of certain benefits (as defined in DfE guidance) or for looked-after children.

In particular circumstances, for example in the case of family hardship, the school may go further and remit the charges in full. Authorisation for such remission will be made by the Headteacher.

Applications for remission (in full or in part) should be made in confidence to the Headteacher. Decisions will be communicated in writing.

Publication

This policy will be published on the school's website and made available to parents/carers on request. It was approved by Governors November 2025 and will be reviewed annually.