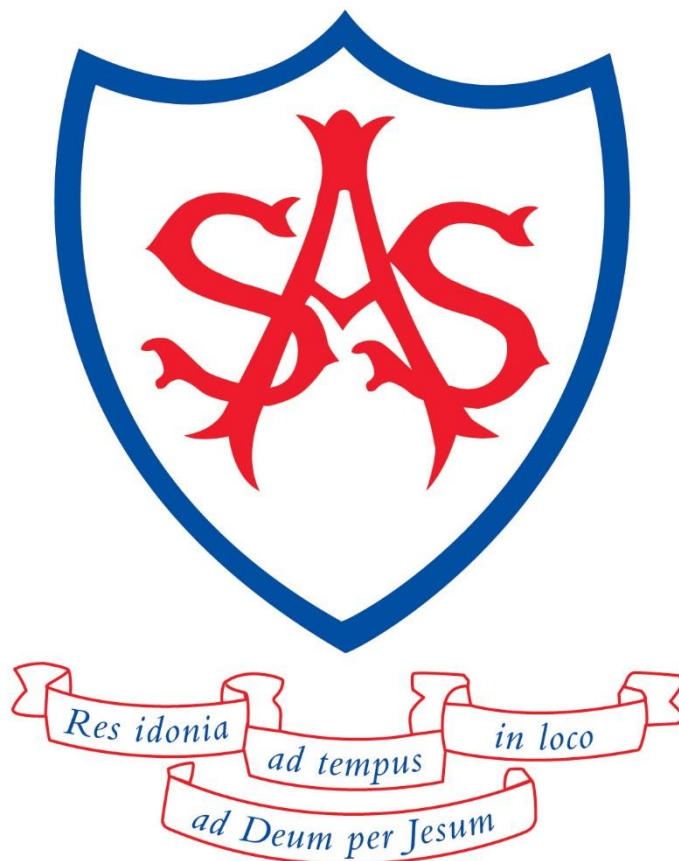




St. Antony's Catholic Primary School

School Mission Statement

*'God is at the heart of our school.
With the help of our community, we will strive to learn, love and achieve.'*

Charging & Remission Policy

Version: 4
Date of Issue: September 2025
Issued by: Angela Odunsi
Approved by the Governing Body on:
To be reviewed: September 2026

Signed by: (Chair of Governors)

CONTENT

1.	Introduction	
2.	School Activities 2.1 Day Trips 2.2 Residential Trips-Essential 2.3 Residential Trips-Non-Essential 2.4 Examination Entries 2.5 Materials for Art, Craft and Design, and Design and Technology 2.6 Music Tuition	
3	Activities outside school hours	
4	Extended Schools	
5	Damage/loss to property	
6	Voluntary Contribution	
7	Nursery extra spaces	
8	Remission Policy	

1. Introduction

- 1.1 This charging policy has been approved in accordance with S457 of the Education Act 1996.

2. School Trips

2.1 Day Trips

Voluntary contributions are requested from Parents and Carers. If the cost of the trip is not covered it may be necessary to cancel the trip.

2.2 Residential Trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

2.3 Residential Trips – Non-Essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for statutory examinations:

- i) If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

2.4 Examination Entries

The School does not pay any examination fees

2.5 Materials for Art, Craft and Design, and Design and Technology

Where a pupil or parent wishes to retain items produced, as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

2.6 Music Tuition – The school no longer subscribes to the L.B.R. Music Tuition Service.

Parents liaise directly with the Redbridge Music Service to set up a direct pay payment for music tuition that they have at the school.

3. Activities Outside School Hours

- 3.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- 3.2 For all other activities outside school hours, a charge up to the cost of the activity will be levied. Any outstanding fees will be taken into consideration when allocating further places for relative family groups.

4. Extended Schools

4.1 THE LAW ON CHARGING

Where schools offer extended activities through third-party providers from the voluntary and private sectors, whether on the school site or elsewhere, those providers are not subject to any of the following legal constraints. However, schools providing activities direct must comply with the law, as follows:

- a. Every school governing body must devise and publish a charging and fee remission policy, in consultation with parents. A school cannot make any charges to parents unless this policy is in place. (The relevant regulations are summarised in the Guide to the Law for School Governors and in Guidance on Charging for School Activities).
- b. School governing bodies have powers to provide any facilities or services that further any charitable purpose for pupils, their families and for people who live and work in the local community. This includes childcare.
- c. Any profits made by a school from providing facilities or services must be reinvested in the school or in the service.
- d. Schools may use their delegated budgets to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.
- e. Schools may not charge for any study support activities provided during the school day, **except for music tuition**, or for provision before or after the school day which delivers the National Curriculum or prepares a child for a public examination.
- f. Schools may lawfully charge for other study support (for example, additional sport, drama and music clubs, holiday activities, visits, and additional courses, such as first aid), following consultation.

4.2 Charging enables schools to enhance the quality and frequency of the extended opportunities they offer and to make these more sustainable and so more reliable for families in the long term. Schools should charge for:

- All childcare (except for the free entitlement). Parents on lower incomes may be eligible to reclaim up to 80% of the cost of childcare through the childcare element of the Working Tax Credit.
- Community access.
- Schools may also charge for some study support.

4.3 Extended schools offer particular benefits for the most disadvantaged children and young people. So it is important that they have free access to at least some study support activities, especially those designed for children who have fallen behind in attainment, to enhance their achievement and enjoyment and support personalised learning.

5. Damage/Loss to Property

- 5.1 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.
- 5.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

6. Voluntary Contributions

- 6.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

7. Nursery Extra places

- 7.1 Parents can pay for extra nursery spaces if there are spaces available
- 7.2 A notice period of 4 weeks is required for any cancellations or alteration of arrangements
- 7.3 Full three-hour sessions plus lunch cover are charged at £30 per session. Invoiced amounts can be paid by Sco pay, bank transfer or childcare vouchers

8. Remissions Policy

- 8.1 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 8.2 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances
- 8.3 If a pupil receives free school meals or is a looked after child, the funding from pupil premium shall be used towards trips or charged outside school hours activities up to the amount awarded per child.