

# St Boniface Federation



## Charging and Remissions Policy 2025 - 2026

St Saviour's Catholic Primary School, Totland

St Mary's Catholic Primary School, Ryde

St Thomas of Canterbury Catholic Primary school, Carisbrooke

The policies of the Governors of the St Boniface Federation are intended to ensure that the children rejoice in their dignity as children of God and as a unique creation of God's love. The policies are written so as to support the most effective teaching and learning that we can provide. It is our intention that every aspect of school life will support this fundamental aim.

Signed on behalf of Governors: Alexandra Pettitt Chair of Governors Date: November 2024	To be reviewed by: November 2025
Revisions made	Updated

## Revision Record

Revision No	Date Reviewed	Prepared By	Approved By	Comments
1	30 <sup>th</sup> November 2020	JW	FGB	Linked the DfE guidance into the policy
2	9 <sup>th</sup> January 2023	JC	FGB	Changed HT to EHT Pg 4 – wording amended to say PP families can request the school pays ‘part’ of the costs for a residential trip. Pg 5 – deleted the following bullet points as they not considered as voluntary contributions <ul style="list-style-type: none"><li>• Board and lodging on residential visits</li><li>• After school and pre-school clubs</li></ul>
3	November 2025	JC	FGB	Private fees pg 5 changed to National Minimum Wage from £10 per hour

### Introduction

The Federation Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils’ learning and to contribute to their personal development. The Executive Headteacher and Governing Body aim to promote and provide such experiences for the pupils of the schools, both as part of a broad and balanced curriculum 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.

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.

### Statement

The policy complies with the requirements of the Education Act 1996.

Where ‘parent’ is referred to, this will include adults with a responsibility for the pupil.

We aim: -

- 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 schools
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

### Legislation:

[The DfE in its guidance to School Governors](#) states that:

School governing bodies and Local Authorities cannot charge for:

- An admission application to any state funded school;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and Local Authorities can charge for:

- Any materials, books, instruments or equipment where the child's parent wishes him/her to own them;
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

**Optional Extras:**

Where an optional extra is provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or other premises where the pupil will be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In 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).
- 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 will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. There will be no element of subsidy for any pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be sought for the provision of an optional extra where charges will be made.

**Remissions:**

The fundamental aim of the Remissions Policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of:

- Universal Credit
- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- the guarantee element of State Pension Credit

they should request for the school to remit part of the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. 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 Headteacher in consultation with the Chair of the Governing Body.

**Data Protection of pupils and families:**

Teachers will ensure that children supported by the school to enable them to take part in these activities, are not publicly identified. This will be accomplished by developing methods of collecting voluntary charges or monies due, which do not identify children who do not contribute.

**Voluntary 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.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

- c) If the activity cannot be funded without voluntary contribution, the governing body or Executive Headteacher will make this clear to parents at the outset. An initial letter will explain the nature of the proposed activity and its likely educational value. It will then indicate the contribution per pupil which is required for the activity to take place. It will emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/ her parent/carer are unwilling or unable to contribute, however it will be made equally clear that the activity will not take place if insufficient funds are raised.

The responsibility for determining the level of voluntary contribution is delegated to the Executive Headteacher.

All voluntary contributions will be used to offset the cost of the activity or event.

Parents will be invited to make a voluntary contribution for the following:

- The Diocesan Building Fund
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras):
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance costs
- Music/vocal tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils at the request of the parent(s).
- Damage to or loss of school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

Contributions towards the Building Fund will be requested at regular intervals and can be made via the school online payment system.

**Individual Music Tuition:** Music/vocal tuition is arranged directly with the Music Service, during or after school hours. Parental agreement and a signed contract will be obtained by the Music Service before the tuition is provided. The school office holds contact details for the Music Service. No charge will be made for a pupil who is looked after by the Local Authority.

**Ingredients or Materials for Practical Subjects:** Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

**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 Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant

information (not less than National Minimum Wage) as well as photocopying charges (not less than 10p per sheet) and postage.

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.