



St Barnabas and St Philip's CE Primary School

Charging and Remissions Policy

2026/27

Approved by	Finance, Premises and Personnel Committee
Date approved	June 2026
Effective from	1 September 2026
Date for review	June 2027
Policy owner	Headteacher

1. Aims

Our school aims to:

- have robust, clear processes in place for charging and remissions;
- clearly set out the types of activity that can be charged for and when charges will and will not be made;
- offer a range of activities, visits and wider opportunities whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities; and
- ensure any community lettings are properly authorised, appropriately charged, adequately insured and do not compromise the education, safeguarding, security or daily operation of the school.

2. Legislation and guidance

This policy is based on the Department for Education guidance on charging for school activities and the Education Act 1996, sections 449 to 462, which set out the law on charging for school activities in England. It also reflects DfE guidance on statutory policies for schools and academy trusts.

3. Definitions

Charge: a fee payable for specifically defined activities, goods, services, optional extras or use of school facilities.

Remission: the cancellation, reduction or waiver of a charge which would normally be payable.

4. Roles and responsibilities

4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy and for monitoring its implementation. Responsibility for approving this policy has been delegated to the Finance, Premises and Personnel Committee.

4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, that it is applied consistently, and that charges are reviewed in light of actual costs, affordability and local benchmarking.

4.3 Staff

Staff are responsible for implementing the policy consistently and notifying the headteacher of any specific circumstances where they are unsure whether a charge, voluntary contribution or remission applies.

4.4 Parents and carers

Parents and carers are expected to notify the school of any concerns or queries regarding charges, voluntary contributions, remissions or financial hardship.

5. Where charges cannot be made

Below we set out what we cannot charge for.

5.1 Education

- Admission applications.
- 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, religious education, or a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent or carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the re-sit at the school.

5.2 Transport

- Transporting registered pupils to or from the school premises where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

5.3 Residential visits

- Education provided on any 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, or a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

6. Where charges can be made

Below we set out what we can charge for.

6.1 Education and optional provision

- Materials, books, instruments or equipment where the child's parent or carer wishes the child to own them.
- Optional extras, as set out below.
- Music and vocal tuition in limited circumstances.
- Certain early years provision.
- Community facilities and lettings.
- Examination re-sits where the pupil is being prepared for the re-sit at the school and fails, without good reason, to meet an examination requirement for a syllabus.

6.2 Optional extras

The school is able to charge for activities known as optional extras. These include:

- Education provided outside school time that is not part of the National Curriculum, religious education, or a prescribed public examination syllabus that the pupil is being prepared for at the school.
- Examination entry fees where the registered pupil has not been prepared for the examination at the school.
- Transport other than transport that the local authority or governing board is required to provide.
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils, including breakfast club, after-school clubs and supervised afterschool sessions.

When calculating the cost of optional extras, the school may include the cost, or an appropriate proportion of the cost, of materials, books, equipment, buildings, accommodation, non-teaching staff, teaching staff engaged under contracts for services purely to provide the optional extra, and music or vocal tuition where this is an optional extra.

6.3 Music tuition

The school may charge for vocal or instrumental tuition provided individually or to groups of pupils where the tuition is provided at the request of the pupil's parent or carer. Charges cannot be made if the teaching is an essential part of the National Curriculum, if 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.

6.4 Residential visits

The school may charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5, the school may ask for voluntary contributions from parents and carers to fund activities that would not otherwise be possible. These may include visits to museums, sporting activities that require transport expenses, outdoor adventure activities, theatre visits, school trips, musical events and performances.

There is no obligation for parents and carers to make any contribution, and no child will be excluded from an activity if their parents or carers are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then the activity or visit may be cancelled.

Our voluntary aided status means that we pay a contribution to the London Diocesan Board for Schools as they are responsible for the maintenance of the school. We ask parents and carers for a contribution to this fund each year to improve the school. For 2026/27, the recommended contribution is £55 per family per year. This contribution supports continued improvements to the learning environment and may be paid by standing order, with Gift Aid applied where appropriate.

8. Activities and services we charge for

The school will charge for the following activities and services where applicable. Charges will be reviewed annually and parents and carers will be informed of charges for the coming school year.

Activity/service	2026/27 charge	Notes
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Activity/service	2026/27 charge	Notes
Breakfast club	£2.50 without breakfast £5 with breakfast	Charges should reflect staffing, food, resources and administration costs.
After-school clubs and sports sessions	£10 a session	Charges may vary by provider, duration and staffing requirements.
Proof of attendance, address or similar administrative letters	£7.50 per letter	To cover office, headteacher, printing, photocopying and administrative time.
References for private secondary schools	£35 per child, with a limit of 6 references	To cover office, headteacher, printing, photocopying and administrative time.
Replacement of lost or damaged school property	Actual replacement cost, or reasonable contribution towards replacement cost	Applies where loss, wilful damage or breakage occurs.
Voluntary aided school fund contribution	Recommended £55 per family per year	Voluntary contribution towards school improvement and LDBS-related premises responsibilities.

9. Remissions

In some circumstances, the school may not charge, may reduce a charge, or may agree an alternative arrangement for items or activities set out in sections 6, 8 and 9. This will be at the discretion of the governing board, or the headteacher acting within delegated authority, and will depend on the activity, the family circumstances, the cost to the school and the availability of any hardship or other funding.

Families experiencing financial difficulty should contact the headteacher in confidence. Requests will be considered sensitively, but the school must also ensure that activities remain financially viable.

10. Losses and breakages

School property lost or damaged by children or adults must be replaced. In cases of wilful damage, breakage or loss of equipment on loan to children, a charge to cover some or all of the replacement cost will be made. Other charges will be dealt with on their own merit and at the discretion of the school.

12. Monitoring arrangements

The headteacher monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed annually. At every review, the policy will be approved by the Finance, Premises and Personnel Committee.