

# Charging and Remissions Policy

## St Joseph's Primary School



### Mission Statement

St Joseph was a worker.

The community of St Joseph's works hard together.

We respect and care for each other.

We are open to and for each other.

We make wise choices and always do our best.

We learn to live life to the full.

In John verse 10 chapter 10 Jesus said: 'I have come that they may have life, and have it to the full.'

**Approved by:**

Head Teacher and  
Governing Body

**Date:** September 2025

**Next review due by:**

September 2026

## **Introduction**

St Joseph's Local Governing Body (LGB) recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The LGB aims to promote and provide such experiences for the pupils of the school, 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 for the cost.

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.

## **Policy Statement**

The policy complies with the requirements of the Education Act 1996 and the Local Authority's Charging and Remissions Policy for School Activities provided or arranged by the authority.

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

## **Charges**

No charge can be made in respect of admission to a maintained school Where the education is provided for the pupil during school hours no charge shall be made in respect of it, with the exception of Early Years Provision (as defined by section 20 of the Childcare Act 2006) and early year's provision for a pupil who is of compulsory school age.

## **Nursery 'Top Up' Fees**

All children from three years of age receive 15 hours per week funding from the local authority. Parents are also offered the option of paying to stay for the afternoon session. The school has some discretionary afternoon places that are allocated against the criteria of economic or social need. Provision will be allocated on a 'first come first serve' basis supported by written evidence as described in the Free School Meal Application form. A number of places will also be offered to parents who are eligible for 30 hours free childcare. When applying for the full-time provision, parents are agreeing to their children attending the afternoon session. The fee for the afternoon session is currently £125.00 per week and should be paid in advance on a half termly basis. The agreed amount must be settled by the first Friday of each half term or you may forfeit your child's place. The fee is charged even if your child is absent, for any reason, including holidays taken during term time. St Joseph's Local Governing Body will take action to recover unpaid fees in accordance with the school's Debt Recovery Policy. Details of the policy can be found here [https://www.sjscat.co.uk/docs/policies/sjscat\\_policies/Financial\\_Manual.pdf](https://www.sjscat.co.uk/docs/policies/sjscat_policies/Financial_Manual.pdf)

Regulations may prescribe circumstances in which the above section does not apply in relation to tuition in singing or playing a musical instrument.

Where the education is provided for the pupil outside school hours, no charge shall be made in respect of it if it is:

- a) Required as part of a syllabus for a prescribed public examination which the pupil is being prepared at the school
- b) Provided in pursuance of a duty imposed by section 88 or 109 of the Education Act 2002 or section 69 of the School Standards and Framework Act 1998

c) Provided in pursuance of the duty imposed by section 7 of the Childcare Act 2006

The Local Governing Body reserves the right to make a charge for the activities and items detailed below:

- Residential visits in school hours – the board and lodging element of approved residential activities deemed to take place within school hours.

Where transport is provided between the school and other places where education is provided, parents may be invited to make a voluntary contribution towards the cost.

- Cookery ingredients if the child will take the result home.
- Some trips which are part of the school curriculum.
- After school and pre-school clubs.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- School lunches, if not entitled to free school meals under the Mayor of London or Universal Infant School Meals directive. Further details can be obtained here: <https://www.london.gov.uk/who-we-are/what-mayor-does/priorities-london/free-school-meals/guidance-and-support-families>
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is as a result of a pupil's behaviour.
- Nursery sessions where there is no eligibility for Government funding. The Local 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 Local Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### **Remissions**

Where parents are in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), in receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credit Act 2002, upon request the Local Governing Body will observe its statutory requirement to support an application towards 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. Please note, there some changes to families in receipt of Universal Credit eligibility as of 2025. The school will actively seek families who may be eligible.

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Local 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 Head Teacher or Deputy Head Teacher in consultation with the Chair of Governors. All discussions are held in the strictest confidence and subsequent decisions made on a case by case basis.

### **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.

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.

Parents will have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

If sufficient contributions are not received, the activity may be cancelled.

Parents will be advised of this when the voluntary contribution is requested.