

St Matthew's CE Primary School

Charging and Remissions Policy



ST MATTHEW'S
CE PRIMARY SCHOOL

Reviewed and Updated by:

S Lynton

Date: January 2026

Approved by:

Governing Body

Date: February 2026

Last reviewed on:

February 2026

Next review due by:

February 2027

Review:

1. Aim

- 1.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2. Responsibilities

- 2.1 The Governing Body of the school are responsible for determining the content of this policy and the Head teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

3. The General Rule

- 3.1 The Governing Body of the School recognise that legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- admissions
- education provided outside of school hours if it is part of the national curriculum / syllabus
- music tuition unless it has been provided due to parental request
- entry for public exams if the pupil has been prepared for it at the school
- exam resits if the pupil is being prepared for them at the school

4. Charges

- 4.1 The Governing Body reserves the right to charge for the following:

- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Damage/vandalism/loss to and of school property

- 4.2 With parents' consent to their child's participation and their agreement to pay the cost, the Governing Body reserves the right to charge for these optional extras:

- education provided outside of school hours that is not part of the national curriculum or part of a public exam syllabus or part of religious education
- exam entry fees, if the pupil has not been prepared for the exam at the school
- transport other than transport required to take the pupil to school or other premises provided by the Local Authority or governing body for the pupil's education
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (eg after-school clubs)

The charge for the optional extra can include the costs of:

- 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 for any pupil must not exceed the actual cost of providing the optional extra divided by the number of participants. Also, the charge should not include a subsidy for those pupils whose parents won't / can't pay.

4.3 The Governing Body recognises that the school will also charge for:

- School meals (the costs of these will be made available annually)
- Nursery sessions additional to the 15-hour universal entitlement

All fees are subject to regular review.

5. Voluntary Contributions

5.1 When organising school trips or visits/visitors to the school/off-site to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost where appropriate. All contributions are voluntary and parents are under no obligation to pay. If we do not receive sufficient voluntary contributions, we may have no option but to cancel a trip or event. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

5.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.

5.3 The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums/art galleries/dramatic/Arts performances
- Sporting/arts/inter-schools activities which require transport expenses
- Outdoor adventure activities and Residential Trips
- Visits to or by a theatre company
- Musical, dance, cultural visits and events

5.4 The children in the EYFS are invited to make a weekly voluntary contribution to offset the costs of materials, resources and activities.

5.5 The responsibility for determining the level of voluntary contribution for each activity/event/fund is delegated to the Headteacher.

5.6 Voluntary contributions will be used to offset the cost of the activity or event.

6. Remissions

6.1 No remissions apply to the charges in 4.1

6.2 Parents whose children are in receipt of 'free school meals' will be exempt from paying the cost of board and lodging for residential trips

6.3 Parents of children in Reception, Year 1 and Year 2 will be exempt from paying the cost of school meals whilst the 'universal infant free school meals' grant remains active

6.4 Parents whose children are in receipt of 'free school meals' will be exempt from paying

the cost of school meals

6.5 Parents who are eligible for 30 hours free childcare and can provide the school with:

- an active childcare code
- national insurance number
- child's date of birth

will receive 30 hours of free childcare as opposed to the 15-hour universal entitlement. A valid code (a code which has a start date predating the first day of term and expiration date after the first day of term) must be provided to the school before the start of the new term to receive 30 hours free childcare each week for the following term. (If the grace period of that code finishes before the end of the following term, 30 hours of free childcare may not be provided for the full term.) It is the parents' responsibility to ensure this code remains valid by reconfirming their details. If the grace period for the code expires, they will no longer be eligible for 30 hours free childcare, and will be charged fees for any nursery sessions additional to their universal entitlement. The school will inform parents if they will be required to pay fees for additional nursery sessions.

7. **Debt**

7.1 The maximum amount of debt before all paid services will cease (until the debt is fully paid off) is listed in the school's 'debt management' policy. Debt will be recovered in line with the 'debt management' policy.

8. **Monitoring and Review**

8.1 This policy is monitored by the governing body, and will be reviewed regularly before ratification.