



Holy Name Catholic Primary School

Charging & Remissions Policy

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| Publication date | 25 February 2026 |
| Approved by | Governing Body |
| Review cycle | Annual |
| Next review due | One year from publication |

1. Purpose and Scope

This policy sets out the circumstances in which Holy Name Catholic Primary School may seek voluntary contributions or make charges for activities, and the arrangements for remissions. It applies to all pupils and activities organised by the school.

2. Legislative Framework

This policy is based on the Education Act 1996 (sections 449–462), the Education (Residential Trips) regulations, and associated DfE guidance on charging for school activities. The Governing Body is responsible for determining and approving this policy.

3. General Principles

- Education provided during school hours is free of charge.
- The school will not charge for admission applications or education provided as part of the National Curriculum, statutory religious education, or in preparation for prescribed public examinations.
- The school may ask for voluntary contributions to support activities; no pupil will be excluded from an activity for parents' unwillingness or inability to contribute. Where insufficient voluntary contributions are raised to fund an activity, and the shortfall cannot be met from other sources, the activity may be cancelled.

4. Voluntary Contributions

When organising school activities such as educational visits, workshops or visitors into school, we may invite parents to contribute voluntarily towards the cost. We will make it clear that: (a) there is no obligation to contribute; (b) pupils whose parents do not contribute will not be treated differently; and (c) the activity may not take place if insufficient contributions are received.

5. Activities the School May Charge For ("Optional Extras")

The school may charge for: (a) education wholly or mainly outside school hours that is not part of the National Curriculum or statutory RE; (b) board and lodging on residential visits; (c) extended services and after school clubs; (d) materials, ingredients or equipment, if parents have indicated in advance that they wish to own the finished product (e.g., DT, cookery); (e) the cost of individual or small group music tuition



not part of the National Curriculum; and (f) replacement of lost or damaged school property (including library books), where this is due to negligence or misuse.

6. Music Tuition

Charges may be made for vocal or instrumental tuition provided individually or to groups of up to four pupils, where the tuition is not required as part of the National Curriculum. We do not charge for tuition required for the National Curriculum. Instruments may be loaned subject to availability and a signed loan agreement.

7. Transport

No charge will be made for transport provided by the school to carry pupils between the school and activity venues when the activity forms part of the school day or is required by the National Curriculum. Transport costs may be included in voluntary contribution requests or optional extras as appropriate.

8. Residential Visits

We may charge for board and lodging on residential trips. The charge will not exceed the actual cost. Where the residential is during school hours, or where it is outside school hours but is part of the National Curriculum, we will not charge for the education provided.

9. Remissions

The school will provide remission of the board and lodging element of any residential trip for pupils who are eligible for free school meals. The Governing Body may also consider full or partial remission of charges for other pupils in cases of hardship. Applications for remission should be made confidentially to the Headteacher.

10. Damage to Property and Breakages

The school may seek to recover the cost of wilful or negligent damage to school property, including premises, furniture, equipment and books, or property belonging to a third party where the school has been charged.

11. School Meals and Wraparound/Out of Hours Provision

Charges are made for school meals for pupils not entitled to free school meals and for wraparound/out of hours provision. Charges are set at a level that covers costs and represent best value. Debt recovery follows Local Authority guidance.

12. Communication and Monitoring

Parents will be advised of costs in advance, with clear indication of whether a payment is a voluntary contribution or a charge. This policy is monitored by the Senior Leadership Team and reviewed annually by the Governing Body.

13. Publication

This policy is published on the school website. Paper copies are available from the school office on request.

Approved by the Governing Body on: _____

Signed (Chair of Governors): _____

Signed (Headteacher): _____