

Furness & Millom Catholic Cluster



‘For I know the plans I have for you,’ declares the Lord, ‘plans to prosper you and not to harm you, plans to give you hope and a future.’ (Jeremiah 29:11)

CHARGING AND REMISSIONS POLICY – SEPTEMBER 2025

Headteacher	Chair of Governors
Signed:	Signed:
Date:	Date:

This policy will be reviewed ~~annually/bi-annually/tri-annually~~
This policy will be reviewed in **September 2026**

This policy has been adopted by the following members of the Furness & Millom Catholic Cluster:
St Columba’s Catholic Primary School: Holy Family Catholic Primary and Nursery School: St James’ Catholic
Primary School

Contents

1. Policy scope	1
1.1 Aims	1
1.2 Definitions	1
1.3 Associated policies and procedures	1
2. Roles and responsibilities	2
2.1 The Governing Body	2
2.2 The Headteacher	2
2.3 Staff	2
2.4 Parents and carers	2
3. When no charges will be made	2
3.1 Education	2
3.2 Transport	3
3.3 Educational visits	3
4. Voluntary contributions	3
5. When charges will be made	3
5.1 Optional extras	4
5.2 Music tuition	4
5.3 School meals	5
5.4 School milk scheme	5
5.5 Before and/or after school care	6
5.6 Certain early years provision (applicable to Holy Family and St Columba's only)	6
5.7 Damage to property and breakages	6
6. Calculating charges and remission	6
6.1 Non-residential activities	7
6.2 Residential activities	7
7. Debt recovery	7
8. Arrangements for monitoring and evaluation	8

Appendix 1 - School Price List Template

1. Policy scope

Sections 449 to 462 of the [Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/56) and [The Education \(School Sessions and Charges and Remissions Policies\) \(Information\) \(England\) Regulations 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1999/2614/contents/make) set out the law on charging and remissions for school activities in England and require schools to have a Policy on charging.

For EYFS providers, [The Education \(Charges for Early Years Provision\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2012/2684/contents/make) sets out when charges can be made for some early years provision and [Further updates from the DfE regarding the revised charging guidance LA FAQs](#) explains the 2025 changes in statutory guidance about these charges as a result of the implementation of [Early education and childcare - GOV.UK](https://www.gov.uk/government/policies/early-education-and-childcare) duties on Local Authorities.

This Policy is based on the law, statutory guidance if relevant, and the non-statutory Department for Education (DfE) guidance [Charging for school activities - GOV.UK](https://www.gov.uk/government/guidance/charging-for-school-activities).

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises e.g., a community club that hires our hall to meet in and charges its members to attend.

1.1 Aims

This Policy aims to ensure that:

- All pupils have full and free access to a broad and balanced curriculum regardless of their family's financial means.
- This school is transparent about the activities or items that can be charged for and when charges will be made, or remissions offered.
- We recognise our responsibility not to place undue pressure on family finances for example, by giving good notice about charges and by not offering activities on a 'first to pay, first served' basis.

1.2 Definitions

Charge: a fee payable for clearly defined items or activities.

Half-day school session: any period of 12 hours ending at noon or midnight (p9, DfE, 'Charging for school activities', 2018).

Remission: the cancellation of a charge which would normally be payable.

School hours: the hours when school is in session and which do not include the lunch break

1.3 Associated policies and procedures

The following policies and procedures may impact the implementation of this Policy:

- Educational Visits procedures
- Equality Policy
- Hire of school facilities procedures

2. Roles and responsibilities

2.1 The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, with responsibility for reviewing and recommending policy content delegated to the Finance / Resources Committee

The Governing Body also has overall responsibility for monitoring the implementation of this Policy.

2.2 The Headteacher

The Head teacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

2.3 Staff

The Charging and Remissions Policy and how to implement it is included in the induction of new staff and the senior leadership team will provide updates or refresh training as necessary.

Our staff are responsible for:

- Implementing the Policy consistently.
- Notifying the Head teacher of any specific circumstances which they are unsure about or where they are not certain if the Policy applies.

2.4 Parents and carers

Parents and carers are expected to notify staff or the Head teacher of any concerns or queries regarding the Charging and Remissions Policy.

3. When no charges will be made

3.1 Education

There will be no charge for:

- Admission or applications for admission
- Education provided wholly or mostly 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at this school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, if the tuition is required as part of the National Curriculum, a syllabus for a prescribed public examination that the pupil is being prepared for at this school, or religious education. This includes the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- Entry for a prescribed public examination if the pupil has been prepared for it at this school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at this school

3.2 Transport

There will be no charge for:

- 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 body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at this school
- Transport provided in connection with an educational visit

3.3 Educational visits

There will be no charge for:

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at this school
 - Religious education
- Supply staff to cover for those staff who are absent from school accompanying pupils on a residential visit.

4. Voluntary contributions

When charges do not apply, parents and carers may be asked for a voluntary contribution towards the cost of some of the educational opportunities that we offer such as:

- On site enrichment activities, educational visits and the associated transportation and other costs
- Specialist equipment
- General school funds to improve opportunities.

From time to time, we may invite a non-school based organisation to deliver an activity during the school day. Such organisations may wish to charge parents, who are entitled not to pay any fee and instead to ask the Head teacher to agree to their child being absent/taught elsewhere in school for that period. In many cases, however, parents and carers will not be charged and will be asked for a voluntary contribution towards the cost of the activity instead.

All requests to parents and carers for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to pay. Pupils whose parents or carers do not contribute will not be treated differently or excluded.

However, the Governing Body reserves the right, to cancel activities if not enough voluntary contributions are received.

5. When charges will be made

This school may recover the full costs of some items and activities, but charges will not exceed the actual cost for:

- Any materials, books, instruments, or equipment, where a pupil's parents or carers have indicated in advance that they would like their child to own the items or finished products. No pupil will be disadvantaged if they do not or cannot take up the opportunity to own items or finished products.

- Non-attendance “without good reason” of any public examination that incurs a fee.
- Optional extras
- Music and vocal tuition, in limited circumstances.
- School meals
- School milk scheme
- Before and/or after school care
- Certain early years provision

Reasons for and the procedures for handling these charges are described in more detail below.

5.1 Optional extras

There are charges for:

- Education that takes place outside school hours if it is **not** part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at this school
 - Religious education
- Examination entry fee(s), including for re-sits if the pupil has not been prepared for the examination(s) or re-sit at this school.
- Transport (other than transport that is required to take pupils to school or to other premises where the local authority/governing body have arranged for pupils to be provided with education).
- Board and lodging for a pupil on a residential visit (unless remission is granted)
- Extended day services offered to pupils (for example breakfast club, lunchtime and after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

In calculating the cost of optional extras an amount may be included for:

- 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.
- 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 in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Families on a low income who are unable to pay such charges should speak to the Headteacher about remission, in complete confidence.

5.2 Music tuition

A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of any appropriate size when it is provided at the request of the pupil’s parent.

National charging guidance will be followed, and no charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

5.3 School meals

To enable our school meals service to operate efficiently, we require ordering and, where applicable, payment in advance using the Parentpay (School Gateway) system. *Please contact the school office if you require links and information.*

Pupils in Reception, Year 1 and Year 2 are entitled to a Universal Infant Free School Meal.

For other year groups, school meals are available at a cost as detailed on the school's website / published price list or without charge to those pupils who are eligible for free school meals.

Families can find out how to [Apply for free school meals - GOV.UK \(www.gov.uk\)](http://www.gov.uk) or they can apply directly to their home Local Authority: [Citizen Portal - Sign in \(cumberland.gov.uk\)](http://cumberland.gov.uk); [Citizen Portal - Sign in \(westmorlandandfurness.gov.uk\)](http://westmorlandandfurness.gov.uk). *Please contact the school office if you need help in doing this.*

If a pupil's entitlement to free school meals has expired, a parent or carer must provide a packed lunch or make advanced payment for any school meals to be taken.

Should a child arrive at school without a packed lunch or meal ordered, we will telephone home in the first instance to establish if alternative arrangements have been made.

If no alternative arrangement is in place, we will suggest that, before lunchtime, the parent/carer should bring a suitable packed lunch to school. In special circumstances we might grant the parent a debt allowance of one meal (special permission to pay on the next school day), on the understanding that all future meals will be paid for in full, in advance.

While we do understand that everyone forgets occasionally, the school is not obliged to provide a school meal where payment is not forthcoming or where authorisation for a free school meal has not been received. We will therefore act promptly to address financial issues at an early stage and prevent arrears accumulating if we can,

- If a parent/carer accumulates a school meals debt of £10 or less, the School Administrator will call or message them to remind them of the amount owed and ask for payment to be made within 7 days
- Any school meal debt that exceeds £10, or debt of less than £10 that remains outstanding 7 days after the initial reminder was issued, will be dealt with in line with the measures set out in the school's Debt Management Policy regarding collection of arrears

Parents and carers in financial difficulties should speak to the Headteacher in the strictest confidence. School will, in exceptional circumstances and where we believe the money will be forthcoming, continue to provide a school meal conditional on full payment being received in a reasonable timeframe. We are committed to working together to find a suitable payment plan for any parent or carer who asks for one. We might also be able to signpost families to extra government or community support in the immediate or short term.

Where no attempt is made to clear a school meals debt, we will take appropriate debt recovery action in accordance with the school's Debt Management Policy.

5.4 School milk scheme

Under [The Requirements for School Food Regulations 2014 \(legislation.gov.uk\)](http://legislation.gov.uk) all schools must make lower fat milk or lactose reduced milk available to drink at least **once** a day during school hours or the lunch break at a fair cost or free of charge to all pupils who are entitled.

Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances, up to the age of 5.

Children who have reached the age of 5 can continue to receive up to one third of a pint of milk free of charge if their family has been able to successfully [apply for free school meals - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

For more information about our milk scheme, please ask at the school office.

5.5 Before and/or after school care

Charges will be made for childcare services offered to pupils before school, after school and during school holidays when they are run by this school.

The fees and any remissions are set and reviewed by the Governing Body no less than annually. The charges will be included on the school's published price list or please contact the school office for further details.

5.6 Certain early years provision (applicable to Holy Family and St Columba's only)

Government funding covering the cost of delivering 15 or 30 hours a week of free, high quality, flexible childcare for children aged 3-4 years and for some 2-year-olds does not include the cost of meals, snacks, consumables such as nappies or sunscreen, additional hours or additional services such as trips or outings for which there will be charges.

Families are encouraged to supply their children with a healthy snack and drink from home and, if they stay for the lunchtime period between the morning and afternoon nursery sessions, a healthy lunch can be brought in from home or parents can make arrangements to pay for the healthy snacks and meals at school.

Where all attended hours are not fully funded as Early Education by the local authority, additional hours and services will be charged at rates as published in the school's price list. This includes the lunchtime period between sessions. Please ask at the school office if you require further information regarding session times and session rates. Charges for additional services such as trips will be agreed in advance with families.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours and/or services.

We will not charge a deposit to secure a child's free place and there is no requirement to pay a registration fee as a condition of taking up a child's free place. We will also not charge 'top up fees' to recoup the difference between the amount received from the Local Authority and the current hourly rate.

5.7 Damage to property and breakages

The school will attempt to recover some, or all the costs incurred repairing wilful or culpably negligent damage or breakage of school property or property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

6. Calculating charges and remission

The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents and carers.

When charges are made for activities, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through applicable funding such as pupil premium money, specified voluntary contributions and fundraising.

In some circumstances, school may not charge for items or activities set out in section 5 of this Policy. This waiving of charges is called remission. It will be at the discretion of the Governing Body and will depend on the reasons for the charges and the circumstances of the recipients.

Pupils who are looked after by a local authority or whose parents or carers are receiving specified benefits are entitled to full remission of some charges outlined in Section 5. This entitlement is subject to change

but usually equates to pupils being eligible for free school meals (except when they are an infant only eligible under the universal infant free school meal scheme). To find out which benefits are specified and eligible for full remission, see information on how to [Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate, governors can approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted

Details of any remission arrangements will be made clear when parents and carers are informed of charges for individual activities.

6.1 Non-residential activities

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours and no charge will be made. The majority of time is defined as 50% or more. Parents or carers may still be asked for a voluntary contribution.

Where the majority of the time spent on a non-residential activity is *outside* of normal school hours, the charging regime will be as if it happens *fully outside* school hours, i.e. the activity becomes an 'Optional Extra', and charges will be made unless 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 this school, or part of religious education. The majority of time is defined, in this case, as more than 50%.

Travel time is included when considering the time spent on an activity only when it occurs during school time (see definitions).

6.2 Residential activities

Parents and carers will be charged board and lodging for a pupil to attend a residential visit unless remission is granted.

To cover any other costs associated with a residential visit e.g., transport, activity tuition, for which charges cannot be made, they will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential (if it is not an Optional Extra) if their parents or carers do not contribute voluntarily.

If not enough voluntary contributions are received to cover the costs of a residential, governors reserve the right to cancel it.

Charges will be made to cover all residential visit costs only where the visit is deemed to be an 'optional extra' because the number of half-day school sessions missed by the pupils taking part totals less than half of the number of half-days taken up by the activity (see definitions). In such cases, parents and carers will be told how the charges were calculated.

Example 1

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

7. Debt recovery

It is the financial management policy of this school policy that all services provided by the school are paid for and it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the Governing Body authorises school to take all reasonable measures to collect debts as part of its

management of public funds. In doing so they will observe the relevant financial regulations and any other legal requirements. (Please refer to the school's *Debt Management Policy* for further information.)

8. Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by receiving, on an annual basis, a financial report on those activities that resulted in charges being levied.

SCHOOL PRICE LIST

SCHOOL: _____

Details	Price	Comments
School Meal - Pupils		
School Meal - Staff		
Letting - Hall per Hour		
Letting - Classroom per hour		
Letting - Other		
Breakfast Club session		
After School Club session		
Nursery session - am		
Nursery session - pm		
Nursery session - lunch		
Tuck Shop per half term		
Milk per day		Paid to XXX not school
Swimming per session		