The Federation of
The Annunciation Catholic Schools

'Be who God meant you to be and you will set the world on fire'
St Catherine of Siena

Charging and Remissions Policy

Approved by:	**Governing Body**	**Date: September 2026**
Last reviewed on:	September 2026	
Next review due by:	September 2027	

Introduction

This policy has been formulated in accordance with the DfE requirement (DfE Guidance Charging for school activities; departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014)

The Governors recognise the valuable contribution that a wide range of additional activities can make towards the whole education of the children.

Aims

The aims of this policy will:

- Set out what the school will not charge for, what it will make a charge for or when it will request a voluntary contribution from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payments are sometimes made for some activities.
- Enable pupils to take full advantage of the activities provided by the school

Responsibilities

The Governing Board of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the Headteacher and Governing Board.

Acceptable Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.
The following are the activities for which the Governing Board reserves the right to make a charge:

(a) Board and lodgings on residential visits (not to exceed the costs)

(b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

(i) Travel
(ii) Materials and equipment
(iii) Non-teaching staff costs
(iv) Entrance fees
(v) Insurance costs

(c) Optional Individual tuition in the playing of a musical instrument. (All children study music as part of the normal school curriculum - we do not charge for this)

(d) Extended day services offered to pupils, e.g. Breakfast Club, After School Clubs etc…

(e) Breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils

(f) Extra-curricular activities and school clubs

(g) Lettings -The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined by the Finance Committee and form part of our separate Lettings policy

(h) Other charges -The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Voluntary contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours.

The terms of any request made to parents will specify that the voluntary contribution in no way represents a charge, in addition the following will be made clear to parents:

(a) That the contribution is voluntary and a parent is under no obligation to pay;
and

(b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made, the activity may not take place and may need to be cancelled and refunds will be given.

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

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or from a theatre company
- Visits to and from a theatre
- Musical events
- School trips

Parents may be asked to contribute to the cost of specific ingredients or resources used in school. In these cases pupils may take the finished article home at the end of the session. On other occasions the school may make a request for voluntary contributions for activities that take place during school hours, such as, visits from drama groups or workshops.

Remissions

Pupils whose parents/carers receive benefit (or are otherwise in serious hardship) may be entitled to remission of charges. The Headteacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

The relevant support payments are:

(a) Income Support

(b) Income Based Jobseeker's Allowance

(c) Support under part VI of the immigration and Asylum Act 1999

(d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed a given total

Residential Courses in school time:

Parents may be asked to make a voluntary contribution towards the cost of residential visits. The education provided on such visits that take place mainly during school hours cannot be charged for. The cost of board and lodging may be charged; however, pupils who are eligible for free school meals (FSM) will not be charged for board and lodging, in line with statutory requirements. Where appropriate, the school may use Pupil Premium or other funding to support participation. If the income for each activity does not meet the overall cost, the activity may have to be cancelled.

Activities outside school hours not within the National Curriculum:

Where a residential trip takes place mainly outside school hours and is not part of the National Curriculum, not required for a public examination, and not part of religious education, the full cost of the activity (including travel, board, lodging and activities) may be charged to parents. There is no statutory requirement to subsidise FSM pupils for these trips. The school may provide discretionary financial support for pupils eligible for FSM or Pupil Premium, subject to available resources and prior agreement with the Head Teacher and Governing Board. If the income for the activity does not meet the overall cost, the trip may be cancelled.

Swimming

The school organises swimming lessons which take place for all pupils. These take place in school time and are part of the National Curriculum. We make no charge for the tuition but a small donation towards the cost of transport to and from the venue is sought.

If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of Governors will make authorisation of remission.