

St. Joseph's Catholil Primary School, EPSOM



Charging for School Activities Policy

(Charging and Remission)

Updated September 2026 by TH
Further review Summer 27 by SB

Responsibility Schedule

Responsible Committee	Resources
Last Checked Date	September 2026
Last Checked By	Head

Statement of Policy

St Joseph's Catholic Primary School is committed to providing a broad and balanced range of learning opportunities for all pupils. Education provided wholly or mainly during school hours is free of charge. This includes the provision of materials, books, instruments and other equipment required for education during school hours.

The school will not charge for education provided outside school hours where it forms part of the National Curriculum, religious education or a prescribed public examination syllabus for which the pupil is being prepared by the school.

The school may make charges for permitted optional extras, music tuition in certain circumstances, board and lodging on residential visits, extended services and other activities for which charging is permitted by law. Any charge will be made in accordance with this policy and will not exceed the actual cost of providing the activity.

Where a charge is made for an optional extra, participation will be entirely voluntary and will be subject to parental agreement. Compulsory charges will not be used to subsidise other pupils. The school may, however, use voluntary contributions, fundraising or other school funds to provide financial assistance.

Every effort will be made to ensure that no pupil is prevented from participating in an activity because of their family's financial circumstances.

Day Trips

Where a day trip or activity takes place during school hours, or forms part of the National Curriculum or religious education, no compulsory charge will be made. Parents may be invited to make a voluntary contribution towards the cost of the activity.

All requests for voluntary contributions will make clear that there is no obligation to contribute. No pupil will be excluded from an activity or treated differently because their parent or carer is unable or unwilling to make a contribution.

If insufficient voluntary contributions are received and the school is unable to meet the shortfall from another source, the school may need to cancel the trip or activity. This possibility will be made clear to parents at the outset.

Where a pupil is unable to attend a trip, any request for a refund will be considered in accordance with the terms of the relevant provider. The school will normally refund any costs that it is able to recover. However, any non-refundable costs already committed on behalf of the pupil may be retained. Exceptional circumstances will be considered at the discretion of the Headteacher.

Parents experiencing financial difficulty are encouraged to contact the Headteacher or School Business Manager in confidence. The school will consider whether financial assistance can be provided from the School Fund or another appropriate source.

Where sponsorship, grants or donations have been received towards the cost of a trip, the school will determine how these funds are used. They may be used to reduce the overall cost of the trip or to support pupils who might otherwise be unable to participate.

Residential Trips

Where a residential visit takes place wholly or mainly during school hours, or forms part of the National Curriculum, religious education or a prescribed public examination syllabus for which the pupil is being prepared by the school, no charge will be made for the educational provision or associated travel.

A charge may be made for the actual cost of board and lodging. This charge will not exceed the cost incurred by the school for the individual pupil.

Parents or carers who can demonstrate that they are in receipt of a qualifying benefit prescribed by current legislation are entitled to complete remission of charges for board and lodging where the statutory conditions apply. The school will inform parents of this entitlement when providing information about a residential visit.

In addition to this statutory entitlement, the school provides complete remission of charges for board and lodging for disadvantaged pupils who receive, or have previously received, Pupil Premium funding. This additional support is subject to the availability and appropriate use of school funds.

Parents who believe that they may qualify for remission or other financial assistance should contact the Headteacher or School Business Manager in confidence.

Music Tuition

The school may facilitate individual or group instrumental and vocal tuition provided by the local music service or another approved provider. A charge may be made where the tuition is provided at the request of a pupil's parent or carer, including where the tuition takes place during school hours. Charges will be determined by the relevant provider and will not exceed the cost of providing the tuition.

No charge will be made where the tuition:

- forms an essential part of the National Curriculum;
- is provided as part of the first-access Key Stage 2 Instrumental and Vocal Tuition Programme; or
- is provided to a pupil who is looked after by a local authority.

Any remission or financial-assistance arrangements offered by the music service or tuition provider will be communicated to parents where applicable.

Voluntary Contributions

The governing body may invite parents, carers and others to make voluntary contributions towards the benefit of the school or towards the cost of particular activities.

All requests will make clear that:

- there is no obligation to make a contribution;
- pupils will not be treated differently according to whether, or how much, their parents contribute; and
- no pupil will be excluded from an activity because their parent or carer is unwilling or unable to contribute.

Where an activity depends upon voluntary contributions, parents will be informed at the outset that the activity may need to be cancelled if insufficient funding is received and the school is unable to meet the shortfall from another source.

Parents may be invited to contribute towards the overall cost of an activity, including helping the school to meet the cost of participation for families experiencing financial hardship. Any such contribution will remain entirely voluntary, and parents will not be placed under pressure to contribute.

Contribution to the School Fund and the Swimming Fund

To supplement the school's limited budget, families are invited to make a voluntary annual contribution to the School Fund. The suggested contribution is £35 per pupil, subject to a maximum contribution of £70 per family, and parents are normally invited to contribute in September.

The contribution is entirely voluntary. No pupil or family will be treated differently according to whether, or how much, they contribute.

The School Fund exists to enhance the educational experiences, resources and welfare support available to pupils at St Joseph's Catholic Primary School. It may be used to support curriculum-related workshops, visiting theatre companies, school activities, improvements to the learning environment and support for pupils experiencing financial or social disadvantage.

How school fund is used

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Swimming Fund

The Swimming Fund helps to meet the cost of maintaining and operating the school's outdoor swimming pool and providing swimming tuition.

Swimming forms part of the school's curriculum provision. Parents are invited to make a voluntary contribution of £58 per pupil, £37.50 for a pupil in Year 6, subject to a maximum contribution of £116 per family.

This contribution is entirely voluntary. No pupil will be excluded from swimming lessons or treated differently because their parent or carer is unable or unwilling to contribute. If insufficient contributions are received, the school may need to review the extent of the swimming provision that it is able to offer.

Charging for Extra Curricular Clubs

The school may charge for optional extra-curricular clubs and activities that take place outside normal school hours and do not form part of the National Curriculum, religious education or a prescribed public examination syllabus.

Participation in a chargeable club or activity will be voluntary and subject to parental agreement. Charges may include the reasonable cost of materials, resources, accommodation and staff or external-provider costs. The charge made for each participating pupil will not exceed the actual cost attributable to providing the activity.

Where a club or activity is operated directly by an external provider, the provider may set and collect its own charges.

The school may also charge for optional extended services, including breakfast clubs, after-school care and other wraparound provision. The relevant charges, payment arrangements, cancellation terms and any available financial assistance will be communicated separately to parents.

Charging for Home Economics, Craft etc

The school will provide, without charge, the materials, equipment and ingredients required for curriculum activities during school hours.

Parents may be invited to make a voluntary contribution towards the cost of materials or ingredients. Where a parent has indicated in advance that they would like their child to own or take home the finished product, the school may make a charge not exceeding the actual cost of the materials or ingredients used.

No pupil will be excluded from the educational activity because their parent is unwilling or unable to make a voluntary contribution.

Damage

The school may ask parents or carers to meet the reasonable cost of repairing or replacing school property that has been deliberately or negligently damaged, defaced or lost by their child. This may include damage to buildings, furniture, equipment, books or other learning resources.

Each case will be considered individually, taking account of the circumstances, the pupil's age and understanding, any special educational needs or disabilities, and the family's financial circumstances. The amount requested will not exceed the reasonable cost of repair or replacement.

The school will not charge for

The school will not charge for:

- transport to or from school where the local authority has a statutory duty to provide it;
- transport to other premises where the governing body or local authority has arranged for a pupil to receive education;
- transport required to enable a pupil to meet an examination requirement where the pupil has been prepared for that examination by the school; or
- transport provided in connection with an educational visit taking place during school hours*

*The school may invite parents to make voluntary contributions towards the cost of transport associated with an educational visit, subject to the provisions of this policy.

Examination Fees

The school will not charge for entry to a prescribed public examination where the pupil has been prepared for the examination by the school.

A charge may be made where:

- the examination is not on the prescribed list;
- the pupil has not been prepared for the examination by the school; or
- without good reason, the pupil fails to meet an examination requirement and the school has paid, or agreed to pay, the entry fee.

Any charge will not exceed the fee incurred by the school.

Remission and financial assistance

The governing body recognises that some families may experience financial difficulty. Parents and carers are encouraged to contact the Headteacher or School Business Manager in confidence if the cost of an activity may prevent their child from participating.

Where there is no automatic statutory entitlement to remission, the school may reduce or waive a charge or provide other financial assistance. Decisions will be made by the Headteacher, in consultation with the School Business Manager where appropriate, taking account of:

- the family's financial circumstances;
- the educational benefit of the activity;

- the availability of Pupil Premium or other appropriate funding;
- the availability of charitable, school or governor funds; and
- the need to apply decisions fairly and consistently.

Information concerning a family's financial circumstances will be treated sensitively and confidentially.