The Federation of St Paul and St Martin of Porres Catholic Primary Schools

Charging and Remissions Policy

October 2026

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Governor Responsible	Finance Committee
Signed	On GovernorHub
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The Federation of St Paul and St Martin of Porres Catholic Primary Schools was established on 1st September 2021 and whilst the two schools of St Paul Catholic Primary School and St Martin of Porres Catholic Primary School operate as two separate schools they are overseen by a single governing body. The Federation of St Paul and St Martin of Porres Catholic Primary Schools will be herein referred to as 'the Federation'.

Charging and Remissions Policy

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1. Introduction

The purpose of the Federation of St Paul and St Martin of Porres Catholic Primary Schools (the Federation) is to educate each child to develop and achieve their potential within a caring, Catholic community, governed by Gospel values.

All education during school hours is free. The school do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and the optional extras detailed in this policy below.

2. Principles

The Governors support the principles of free admission and education for all pupils attending school within the Federation.

Activities offered during normal teaching time will be available to all pupils, regardless of parents' ability to meet the cost.

The Governors have the discretion to charge for optional activities provided mainly out of school hours.

The Governors support the right of the schools to invite voluntary contribution for the benefit of the school(s), or in support of an activity organised by the school(s) whether during or outside school hours.

3. School Charging

Education

This Charging and Remissions Policy conforms to the requirements of the Education Act 1996, Sections 449 – 462, and to the guidance given in the Department for Education 'Charging for School Activities' document – May 2018.

In accordance with these guidelines, the schools within the Federation **will not**:

- Charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the schools to carry pupils between the schools and a curriculum activity; e.g.: swimming for classes four, five and six.

- Charge for any activities as part of the statutory curriculum which take place in school time provided by school staff. Exceptions to this include items made from raw materials provided by the schools which enhance the curriculum and are taken home; e.g. cooking.

Optional Extras

Charges may be made for some activities that are known as optional extras. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

Optional extras are:

- Education provided outside of school time that is not:

  a) Part of the National Curriculum;

  b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School; or,

  c) Part of religious education.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the schools.
- Transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority / Governing Body have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (for example: Breakfast Club, After-School clubs, tea and supervised homework sessions).

In calculating the cost of optional extras, an amount may be included in relation to:

- 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 made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Schools and Local Authorities can:

- Charge parents for any materials, books, instruments or equipment, where the child's parents wishes him / her to own them.
- Charge for optional extras (see below).
- Charge for certain early years' provision.
- Charge for community facilities.

4. **Voluntary Contributions**

Nothing in legislation prevents the Federation's Governing Body from asking for voluntary contributions for the benefit of the schools or any school activities. When organising school trips or visits, which enrich the curriculum and educational experience of the children, the schools invite parents to contribute to the cost of the trip. However, if the activity cannot be funded without voluntary contributions, the Executive Headteacher will make this clear to parents at the outset. The Executive Headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the schools cannot fund it from other sources, then it will be cancelled. The schools will ensure that this is clear to parents. If a parent is unwilling or unable to pay, their child must be given an equal chance to go on the visit. The schools will make it clear to parents at the outset what the policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying, as it is voluntary and not compulsory. Parents have a right to know how each trip is funded and the schools will provide this information on request.

The following is a list of additional activities organised by the schools, which require voluntary contributions from parents. These activities are examples of optional extras. This list is NOT exhaustive.

- Visits to museums/ places of historical/cultural importance

- Sporting activities which require transport expenses;
- Visits to the theatre
- Musical events.

The Schools **will**:

- Ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

- If deemed appropriate, permit organisations to charge parents when such an organisation is acting independently of the schools or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity. Such activities may include instrumental tuition for individual pupils or pupils in groups provided by the Haringey Music Service, drama workshops, football, netball and multi-sport activities.

- Ask parents to pay for the photocopying and other appropriate costs that arise following a request under the Freedom of Information Act, in line with the guidance given by the Information Commissioner's Office. See Freedom of Information Policy

- Charge for activities (optional extras) which happen outside school hours when these activities are not necessarily part of the National Curriculum. These activities may include costs incurred by staff-led after school activities in order to meet costs incurred by the clubs; e.g.: materials for a sewing or knitting club. These costs may be charged either by the schools or directly by the providers as the case may be.

- Write-off any debts incurred in accordance with the regulations detailed in the LA's Finance Manual for Schools.

5. Music Tuition

Although the law states that, in general, all education during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations, 2007 set out the circumstances in which charged can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage Two Instrumental and Vocal Tuition Programme. No charge will be made in respect of a pupil who

is looked after by the Local Authority (within the meaning of the Section 22(I) of the Children Act, 1989).

6. Transport

We will not charge for:

- Transporting registered pupils to or from the School premises, where the Local Authority has a statutory obligation to provide transport such as for swimming.
- 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 school and;
- Transport provided in connection with an educational visit.

7. Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. The school will make no charge for this activity and parents will be informed as to when these lessons are to take place.

8. Extra-curricular Activities

The school can potentially offer extra-curricular additional activities in the morning, during lunchtime and after school. Some of these sessions are led by outside providers and may make a charge for these sessions.

9. Wraparound Care - After School Club and Breakfast Club

The school offers a Breakfast Club and an After School Club for parents who need wraparound care. These are additional services and are charged as such.

10.Residential Visits

We will **not** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside of school hours if 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 school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

We will charge for:

- Board and lodging for the residential trip, but it will not exceed the actual cost.

However, any child in receipt of Free School Meals will be entitled to a reduction in the cost of the residential trip. The shortfall will be funded either by the school and/or contributions from the Friends of St Pauls and St Martins and/or grants obtained by the school (e.g. Tottenham Grammar School Fund)

11.Education Partly during School Hours

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

12.Non-Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

13.Policy Review

This policy is monitored and reviewed by the Executive Headteacher and the Governing Board and will be reviewed and updated as necessary annually.