



The Federation of St. Giles and St. John

Charging and Remissions Policy

Date policy adopted/reviewed:	April 2025
Next review date:	April 2028

Rationale

The Federation of St Giles and St John aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school sites and all activities are chosen to support the children's learning and the Federation's ethos.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

Objectives

The objectives of the Charging Policy are:

- To ensure activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- To identify those activities for which charges may be levied.
- To invite voluntary contributions for the benefit of the school in support of any activities organised by the school either during or outside school hours.

Definitions

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation of a charge which would normally be payable.

Roles and Responsibilities

The Governing Body are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Admission applications
- Education provided 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 the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school

- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential Visits

- 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 the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Activities we charge for

Extra-Curricular Clubs

These clubs run each term and the cost is usually £4.00 per session, the payment is collected in advance and there is no remission of fees.

School Meals

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home. The current cost of a hot lunch is £3.00.

Our school has clear set procedures for the payment and collection of school meal money and any arrears that occur.

- Dinner money should be paid online via ParentPay in advance of the meal in all instances on Wednesday of the week before.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks payments will be adjusted accordingly.

Residential Visits

If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education aspect of the trip where it links to the National Curriculum. However, we do make a charge to cover the costs of board, lodging, travel expenses and activities that are not linked to the National Curriculum. If parents/carers are in receipt of certain benefits they may be able to receive a reduction in the cost of this activity, please see information below under 'Families qualifying for remission or help with charges'.

Music Tuition

All children study music as part of the normal school curriculum, and we do not charge for this. There may be a charge for individual or group music tuition if this is not part of the National Curriculum, as peripatetic music teachers charge for these lessons.

Wrap Around Care

On school days we offer wrap around care from 3:20pm to 5pm. This club is staffed by non-teaching staff and due to staffing costs and resources we do charge for this club. At present the cost is £6.00 per pupil per day.

Voluntary Contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Remissions

In some circumstances the school may not charge for items or activities set out in the sections above. This will be at the discretion of the governing body and will depend on the activity in question and for parents and carers who can prove they are in receipt of the following benefit:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

There may also be discretionary support for families who have had a change of circumstance, or those who have two or more siblings involved in the school event or journey. This will be decided by the Headteacher.

Monitoring and Review

This policy is monitored by the Governing Body, and will be reviewed every three years.