

# St Antony's Catholic Primary School



## Charging and Remissions Policy

Learning Together In God's Love

Reviewed by Staff: Spring 2024  
Agreed by Governors: Spring 2026

## Our Mission Statement

*At St. Antony's Catholic School we celebrate our special talents  
as children of God:*

*We try to be like Jesus and always keep him in our hearts.*

*We work together in our homes, school and parish to share our  
gifts and learn together.*

*We understand that we are all different and we respect each  
other.*

*We look after our world so that we may share it together in peace.*

By observing these we are

**'Learning Together In God's Love'**

## Philosophy

At St Antony's our Vision and Mission is to ensure that all our children are developed to their individual fullest potential in all spheres of their education: Spiritual, Moral, Social and Cultural. We therefore, recognise the valuable contribution that the wide range of additional activities, including before, during and after school clubs, trips and residential experiences contribute towards our pupils' quality of education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as part of additional optional activities on offer to all. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) irrespective of their family's financial circumstances. This policy describes how as a school we will do our best to ensure a good range of first hand experiences, visits and activities are offered to all our children; while at the same time, trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities on offer by the school.

## Aims

Our school aims to:

- Have a clear and robust processes in place for charging and remissions
- Clearly outline the types of activities that can and can't be charged for
- Offer a range of activities and trips whilst minimising the financial barriers that may prevent some pupils taking full advantage of these opportunities on offer by the school

## Legislation and Guidance

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. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our MAT's funding agreement and articles of association.

## Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge in full or in part which would normally be payable
- SLA - a Service Level Agreement fee payable by the school for specifically defined activities

Roles and Responsibilities of Governors and Head Teacher.

The Governing Board has overall responsibility for approving the Charging and Remissions Policy, but the board can delegate this to a committee, an individual Governor or the Head Teacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

## 1. All Statutory Education Instruction and Activities During School Hours Linked to the National Curriculum are Free

### 1.1

St Antony's Primary School will not charge for any activity provided as part of the National Curriculum or for statutory procedures such as:

- Admission applications
- Education provided during school hours (including the supply of any books, material or other central educational equipment such as those for PE or Science) are not charged for.

The exception here lies of in the event where extra individual or group music or specialist tuition is provided (eg. Tuition for the Scholars Programme in the Brilliant Club that falls under an additional extra provision) that may be charged by outside bodies or agencies delivering these provisions in school hours in partnership with the school to further raise standards.

## 2. Voluntary Contributions

As an exception to the requirements set out in section 1 of this policy, the school is able to ask for voluntary contributions from parents to fund activities, which would not otherwise be possible.

### 2.1

When organising school trips or visits which enrich the curriculum and educational experience of the children, St Antony's Catholic Primary School invites parents and carers to contribute to the cost of the trips and educational experiences. All contributions are voluntary, but if we do not receive sufficient voluntary contributions, we would apply the use of funding from the Pupil Premium Grant to offset costs. This ensure that children whose parents may not be able to contribute for a range of socio-economic reasons, are afforded the same opportunities and access equally with their peers as the school endeavours to treat our most deprived and vulnerable children no differently to others.

### 2.2

In the event that a parent's financial status has substantially changed, but they wish their child to participate in a school trip, experience or special event; the parent is genuinely unable to make a voluntary contribution in full or in part. The school will allow the child to participate fully in the trip or activity to ensure equality and equal opportunity. In all such circumstances of genuine need, the school applies discretion based on the individual presenting circumstances and will cover the costs in part or in full depending on the need, in order to support our families in difficult circumstances. Due consideration is always given to the fact that the school's Pupil Premium Grant and budget for trips and events are finite., Therefore, considerations to this end are means tested and strictly monitored in line with MAT Guidance, to ensure that spending in this area, as much as is practicable; remains within the planned budget. Any additional funds needed for subsidy in this respect, would

have to be taken from other areas of planned spending within the budget. The latter scenario, the school tries to avoid at all cost.

3. Activities listed below are known as “enrichment”. This list is not exhaustive. Additionally, some external, specialist providers of after school provisions, clubs and activities (eg. Karate and Cheerleading) incur charges, which are agreed with parents who by choice undertake these services. Other activities where voluntary contributions are applied are:

- Visits to the theatre or museums,
- School trips to venues linked to pupils’ learning and curriculum coverage such as to the Colchester Roman Ruins, Stonehenge, Kew Gardens, London Zoo, the Lake District, the Thames Barrier, a ride on a Clipper re-tracing the journey of the HMS Wind Rush and
- Musical events and performances in the West End such as The Lion King or to the Proms at The Royal Albert Hall

Some activities for which the school may ask parents for voluntary contributions also include:

#### Residential Visits

The school organises an annual residential visit in school time or mainly school time (eg. Year 6 end of year residential school journey/time away), which serves to provide education directly linked to the National Curriculum. The school does not make any charges for the education aspect of these trips which involves pupils engaging in transition life skills in preparation for moving on to Secondary School. However, we do make charges, to cover the costs of board/lodging and travel expenses as these trips are usually sojourns to far off venues within the UK or overseas aimed at broadening pupils’ world view and expose them to experiences which stand in stark contrast to that in their local community.

It is important to note that if parents/carers are in receipt of certain benefits, but do not qualify for the Pupil Premium Grant they may be able to receive a reduction in part or in full for the cost of these activities, please see information below under *‘Families qualifying for remission or help with charges’*.

#### Music Tuition

All children studying music as part of the normal school curriculum, who do so with a teacher employed by the school for this provision- are not charged for this tuition. Parents may be charged for additional individual or group music tuition if this is not part of the National Curriculum, as peripatetic music teachers charge for these lessons or services which may include training with the Commonwealth Choir and Orchestra or tuition from specialist instructors from Newham Music.

## Swimming

The school organises swimming lessons for children in Key Stage 2. This provision is offered to children in Years 3 to Year 6. These lessons take place in school time and are part of the National Curriculum. We make no charge for this activity although the school pays an SLA for this service and the engagement of the swim coaches to the local leisure centre. Parents have to give written permission for their children to participate in this provision.

## Breakfast Club

Each school day we offer a breakfast club from 8am to 8.45am. This club is staffed by non-teaching staff and is supervised by SLT members. Due to staffing costs for the support staff who are entitled to over-time for this service and the cost for resources (food supplies and equipment such as cups, spoons, plates, forks, toasters, kettle, microwave) we charge for this club. A central provision of this club is also the Child Care services provided for our working parents and carers. At Present the cost is £2.50 per pupil per day. Children eligible for Pupil Premium Grant

Also qualify for remissions here.

## After School Wrap Around Child Care

Every school day the school also offers an after school wrap-around childcare service from 3:30-6pm. This is to support working parents and carers. This service costs £6 per hour per day, per child to cover the costs of staffing, food and resources. This after care service is offered to the pre-school, Nursery as well as to

Reception to year 6 pupils.

## 4. Families Qualifying For Remissions or Help With Charges

In order to remove financial barriers from disadvantaged pupils for those children whose families qualify for Pupil Premium Funding and for those who have 'no recourse to public funds' the governing body has agreed that some activities and visits where charges can legally be made will be offered at reduced or no charge. A reduced charge may also be offered to parents/carers in certain circumstances. Parents who meet two or more of the criteria from the list below may receive remissions.

4.1 Criteria for qualification for remissions are considered if Parents/Carers are in receipt of two or more of the following. The exemption however only applies to *"Parents who can prove they are in receipt of any of the following benefits"* (The Key 2023)

- 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 other benefits you get)- (quote from The Key 2023 advice and guidance for schools)

There are also occasions where parents may approach the school in confidence because they may have experienced substantial changes to their economic status and may find themselves struggling financially. The ethos of school is to support families during these times no matter what their former status was. This includes ensuring they are accessing all financial and other support available to them from the Local Authority or to which they are entitled, inclusive of the possibility that they may now be eligible for the Pupil Premium Grant if their current circumstances now Meets the criteria. Remissions, reduction or waiver of school related costs for such parents may be agreed on a temporary basis until their circumstances are restored to their former or better status.

Families qualifying for remissions or assistance with charges are also routinely assisted with other attendant support such as school uniforms from our school's quality pre-owned supplies of uniforms, shoes, coats, bags and other needed school supplies.

## 5. External Sports Coaching

5.1 During each academic year the school offers additional professional coaching after school for various sports (eg. in Tennis and Badminton) for competition purposes. A qualified coach, from Langdon Sports College/LBN runs and organizes these sessions and additionally supports the organization and execution of Sports Days. The school has an SLA for this provision so this bespoke coaching is provided at no charge to pupils in these Sports coaching programmes.

## 6. Lettings

6.1 The Governing Body, Risk and Resources/ Premises (Finance Committee) and Head Teacher have responsibility for setting the charges and remission for the use of school premises. Details here are outlined in the school's Lettings Policy.

## 7. Other Services Incurring Charges:

7.1 The school has a legal right to exercise a charge for the reproduction of any material, files and documentation in relation to requests by parents, carers or other agencies under the facilitation of the

‘Freedom of Information Act’.

- 7.2 A charge of £20 per application may be levied for the administrative tasks involved in the production of letters and testimonials to the Home Office, the Council, the Courts or other Government Offices (eg. HMRC, DWP); as well as for the validation of documents relating to parents and pupils’ passports and documents for Leave to Remain, Citizenship and Passport renewal applications.

#### Monitoring and Review

This policy is monitored by the Governing Body, and is reviewed bi-annually.

