All Souls' Catholic
PRIMARY SCHOOL

Charging &
Remissions Policy

SEPTEMBER 2026

Review Programme:	
Ratified by Governors at:	Housekeeping Meeting 16th September 2026
Date for next review:	September 2027
Signed – Chair of Governors:	
Signed – Headteacher:	

All Souls' Catholic PRIMARY SCHOOL

Charging and Remissions

1 Introduction

All Souls Catholic Primary School places significant value on learning beyond the classroom and recognises the contribution this makes to the learning and development of all children. Therefore, we aim for children to participate in a wide range of trips and activities outside of school.

All Souls Catholic Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

• Not to charge for education provided during school hours.

• To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

2 Legal Framework

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

• Education Act 1996

• The Charges for Music Tuition (England) Regulations 2007

• The Education (Prescribed Public Examinations) (England) Regulations 2010

• DfE (2018) 'Charging for School Activities'

• DfE (2025) 'Maintained Schools: Governance Guide'

3 Charging for Education

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum whether during school hours or whether this extends beyond the day, for example during extra-curricular activities.

The exception to this is individual or group music tuition, which is over and above the taught Music curriculum within the school. These are peripatetic lessons, which parents may choose for their child to receive, in school, during the school day.

There is no charge for school resources used by the children in school unless there is an incident of wilful damage.

There is no charge for admissions to All Souls Catholic Primary School and there is no charge for examinations that are part of the curriculum or part of national statutory assessments.

Participation in activities outside of the school day is voluntary and should be paid for in full. For disadvantaged children, when requested, the school will provide access to extra-curricular activities organised and led by school staff without charge, and may be able to subsidise other extra-curricular activities taking place on the school site but managed by external organisations.

The school may charge for optional extras. These are education provided outside of the school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, part of religious education or examination entry fees that the pupil has been prepared for at school.

The school may also charge for books or materials that the parent wishes the child to keep (costs will be made clear to parents prior to being charged). Examples include optional revision or support guides for pupils in Year 6, leavers hoodies for pupils in Year 6.

4 Voluntary Contributions

The school budget is limited and therefore we do rely on the good will and financial support of parents who are able to make voluntary donations towards the cost of transport and lessons for activities such as educational and residential visits.

The school recognises the significant contribution activities beyond the classroom contribute to learning and therefore no would child miss any activity because they were unable to make a financial contribution.

If parents are experiencing difficulties and want to discuss their situation in absolute confidence they are encouraged to contact a member of the school senior leadership team.

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 places of interest;
- outdoor adventure activities;
- visits to the theatre; or visiting performers
- musical events.
- events taking place on the school site that involve the purchased services of external organisations e.g. fun days

Unfortunately, if insufficient voluntary contributions are raised to fund an activity or trip and the school cannot fund via another source, the activity/trip will be cancelled. The school will never disclose the identity of parents who are unable or unwilling to pay voluntary contributions.

To keep the costs of off-site visits to a minimum, the school minibus is utilised wherever possible. For some events/activities such as curriculum Swimming lessons, a nominal, voluntary contribution towards the cost of transport using the minibus may be asked.

As swimming is part of the National Curriculum, for year groups that lessons are provided, parents do not have to contribute towards the cost of the swimming tuition, but may be asked to provide a voluntary contribution towards the cost of transportation.

In order to manage the potential financial strain on families, staff will make every effort to plan trips and activities well in advance and parents will be given the option, for more expensive activities, to pay in instalments over time. This will always be the case for residential activities.

5 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 school hours if it is part of the national curriculum, or part of religious education.

• Supply teachers to cover for teachers who are away from school as they are accompanying pupils on visits.

Parents will be charged for board and lodging – but the charge will not exceed the actual cost.

Parents who receive state benefits may receive a remission or reduction in payment, on the discretion of the Headteacher and are encouraged to discuss this with a member of staff.

In the case of twins parents will only be asked to pay board and lodging for one child.

6 School Meals

There is no charge for children who are entitled to free school meals, including the universal free school meal offer for children in EYFS and KS1. Pupils who are not entitled to free school meals will be charged a set amount per day which is determined by the catering contractor of the school. If parents accumulate debt with the school's catering company, which may be passed onto the school, access to school meals may be withdrawn, via prior notification. Where children who do not usually use the school catering company do not arrive at school with an adequate packed lunch and attempts to contact parents have been unsuccessful, the school may request that a lunch be provided by the catering company, the cost of which would be passed on to parents.

7 Wraparound Care

The before and after school provision that takes place on the school site is managed by All Sorts at All Souls extended services. This is a chargeable service the details of which can be obtained from them.

8 Remissions

We have a small fund to enable families in financial difficulty to send their children on visits/activities. This includes families who would incur multiple charges due to twins, triplets etc. The fund is limited and there is no guarantee that all requests can be met. Assistance will be allocated on availability of funding and need.

9 Damaged or Lost Items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. This includes where school property has been wilfully damaged by a pupil or property belonging to a third party has been wilfully damaged by the pupil and the school has been charged. Whether or not these charges will be made will be determined by the Headteacher and dependent upon the individual circumstances.

10 Policy Update Log

2024-25	- 4 – additional paragraph at the end relating to payments in instalments - 6 – additional information about withdrawal of access to meals for those who accumulate debt - 8 – additional statement about those with twins, triplets etc.
2025-26	- 5 – reference to twins - 6 – note relating to charging when children have arrived at school without a packed lunch
2026-27	- Only correction to typos