



Part of the Holy Cross Catholic Mac
Achieving in faith together



Christ the King Catholic Primary School

Charging and Remissions Policy

Updated: June 2026

Version: 9.0



Version Control

Version	Date	Changes
9.0	June 2026	Late collection fee
8.0	March 2026	
7.0	March 2023	Original policy issued.
6.0	March 2021	
5.0	November 2016	
4.0	November 2015	
3.0	November 2014	
2.0	November 2013	Additions to Appendix 1
1.0	April 2012	Policy approved by Governors



Introduction

The Governing Body recognises the value of providing a wide range of enriching educational experiences, both within and beyond the curriculum. This policy sets out how the school meets statutory requirements on charging, voluntary contributions, and remissions—ensuring equality of access for all pupils.

This policy aligns with:

- **Education Act 1996, Sections 449–462**
- **DfE “Charging for School Activities” Guidance (May 2018)**
- **KCSIE 2025** expectations regarding fairness, transparency, and safeguarding
- Government expectations for financial accountability in maintained schools

This policy should be read in conjunction with the school's Collection Policy, which sets out the procedures and charging arrangements relating to repeated late collection of pupils.

This creates a clear link between the two policies and provides the legal basis for charging and any discretionary remissions.

2. Legislation and Definitions

2.1 Legislation

By law, education during school hours must be provided free of charge. Schools may only charge for activities permitted under the Education Act 1996.

2.2 Definitions

- **Education in school hours:** Activities taking place during the official school day.
- **Optional extras:** Activities outside school hours not required as part of the curriculum (e.g., after-school clubs, weekend visits).
- **Voluntary contributions:** Requested contributions that cannot affect a child's inclusion.

This reflects statutory definitions from DfE guidance.

3. Where the School Cannot Charge

The school **cannot** charge for:

- Education provided during school hours
- Materials, books or equipment needed to deliver the curriculum
- Transport provided by the school to take pupils to curricular activities
- Admission to activities forming part of the National Curriculum
- Instrumental tuition that is part of the curriculum

(Required items listed in DfE guidance.)

4. Where the School May Charge

The school **may** charge for:

4.1 Optional Extras

Activities mainly or fully outside school hours, including:

- Theatre visits



- Sporting fixtures
- Musical events
- Weekend or holiday educational trips

Charges may include:

- Travel
- Board and lodging
- Materials and equipment
- Entrance fees
- Insurance
- Late collection

4.2 Music tuition (non-curriculum)

Individual or small-group instrumental tuition not part of the National Curriculum may be charged.

4.3 Residential Visits

Charges can be made for:

- Board and lodging
- Additional optional activities during the visit

4.4 Materials the pupil keeps

E.g., DT projects taken home.

4.5 Late Collection of Pupils

The Governing Body reserves the right to charge parents/carers for repeated late collection of pupils where additional staff supervision is required beyond the normal end of the school day, nursery session or after-school activity.

Charges will be applied in accordance with the school's Collection Policy and will only be implemented following written notification to parents/carers.

The current charge is:

- £5 per child for every 15-minute period (or part thereof) following a 10-minute grace period.

Charges will be invoiced via the school's normal charging procedures and are payable within 30 days.

5. Voluntary Contributions

Parents may be asked to make voluntary contributions to support activities. No child will be excluded if parents are unable or unwilling to contribute, but activities may be cancelled if sufficient funds are not received.

6. Remissions

Families in receipt of the following may be entitled to remission of charges:

- Universal Credit
- Income-based Jobseeker's Allowance
- Income-related ESA



- Support under Part VI Immigration and Asylum Act 1999
- Child Tax Credit (no Working Tax Credit)

(Reflects DfE statutory list.)

Remission of Late Collection Charges

The Headteacher may, at their discretion, waive or reduce late collection charges in exceptional circumstances where the lateness was genuinely beyond the control of the parent/carer.

Any request for remission should be made in writing and will be considered on its individual merits. In reaching a decision, the school will take account of the circumstances presented, the frequency of previous late collections and the additional costs incurred by the school.

The decision of the Headteacher regarding remission of late collection charges will be final.

7. Damage to School Property, Lost Items & Vandalism

Parents/carers may be asked to meet the cost of:

- Deliberate or reckless damage to school property
- Vandalism
- Lost or damaged school books, reading books or equipment
- Damage caused outside normal wear and tear

This charge is **permissible** as it does not relate to access to curriculum activities but to replacing damaged property.

8. Roles & Responsibilities

Governing Body

- Approves the policy and monitors implementation.

Headteacher

- Ensures staff follow the policy and parents are informed appropriately.

Staff

- Apply the policy consistently.
- Notify leadership of any concerns.

Parents

- Engage with financial communication and raise questions as needed.

9. Review

This policy will be reviewed periodically according to the school's policy review cycle.



Appendix 1

First aid

There is basic first aid resources that can be located throughout the school. However, it is expected that people who hire the school, or part of, bring their own first aid supplies.

Should an outside line need to be used to call emergency services, there are telephones in all classrooms; you will need to lift the receiver, dial 9 followed by 999.

Appendix 2

Fire evacuation

In the event of a fire breaking out in the school, you must vacate the building through the nearest escape route; these escape routes are clearly identified.

However, if the school is being let during the evening or at weekends, you will need to escape via the main doors from the school front entrance of the building, or the emergency exit in the School Hall.