



St. Jérôme
Church of England
Bilingual School

Charging and Remissions Policy

Policy created:	June 2020
Policy reviewed and updated:	September 2026
Date of next review:	September 2027
Review cycle:	Annually, and following any significant change to activities, fees or national guidance.
Linked policies:	Educational Visits Procedures, Uniform Policy, Complaints Policy, Data Protection Policy, Packed Lunch Policy.

Version history

Date	Version	Summary of changes
June 2020	V1	Original policy. Next review date was never completed.
September 2026	V2	Full review following DfE Regions Group correspondence (ref CI-0396675 / CI-0392641). Added a legal framework section citing the Education Act 1996 (sections 449 to 462) and current DfE statutory guidance on charging for school activities. Removed obsolete Covid-19 session-time adaptation and updated school hours to match the currently published school day. Fixed a section-numbering gap (the previous version jumped from section 14 to section 18, with sections 15 to 17 missing entirely) by renumbering sequentially; the content of those missing sections could not be recovered and should be checked against the school's actual current practice. Added an explicit refund guarantee if the school cancels an activity, an insurance clarification (basic cover included, additional insurance charged in full for higher-risk trips), and a one-line definition of 'remission', following comparison against other current primary school policies. Remission remains at the DfE legal minimum (Universal Credit only); not extended to a broader Pupil Premium-linked subsidy. Updated governance titles and named individuals.
September 2026	V3	Corrected the School Lunches section following governors' comments: the previous version described Key Stage 2 lunches as chargeable, which is no longer the case now that the Mayor of London's Universal Free School Meals scheme covers Key Stage 2. Noted that, unlike the national Key Stage 1 entitlement, this funding is confirmed annually rather than permanently, and set out what would happen if it were not renewed. Cross-referenced the new Packed Lunch Policy.

Headteacher:

Kate Schutte

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(Kate Schutte)

Co-Chairs of Governors: Approved by Governors on 17th September 2026

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(Vas Lappas and Edward Stowell)

1. Introduction and Legal Framework

St. Jérôme Church of England Bilingual School is required to maintain a policy for charging for school activities and for the remission of those charges. It is the Trust Board's intention that this policy will not inhibit the educational activities of pupils, and that no pupil will be disadvantaged by its operation, such as to not have the same opportunity as any other pupil to take part in school activities.

This policy has regard to the following legislation and current guidance:

- Sections 449 to 462 of the Education Act 1996, which set out what schools can and cannot charge for
- DfE statutory guidance: Charging for school activities
- The School Standards and Framework Act 1998
- DfE guidance on free school meals and Universal Infant Free School Meals eligibility

The Trust Board has determined that the school may make charges and seek voluntary contributions from parents and carers for school activities on the basis set out in this policy. Any extended school services (such as Breakfast Club and After School Club) are specifically excluded from this policy; these are charged for separately and are not subject to the remission arrangements below.

This policy should be read alongside our Educational Visits Procedures, Uniform Policy, Complaints Policy, and Data Protection Policy.

2. School Hours

School hours are those when the school is in session, and do not include the lunch break. The school day currently runs from 8.45am to 3.30pm for Reception, Year 1 and Year 2, and 8.45am to 3.40pm for Year 3 to Year 6, with a soft start available from 8.30am. These times are kept up to date on the school website and may vary from those given here; the website is the authoritative source.

3. Free Education

No charges will be made for education provided wholly or mainly during school hours for registered pupils where the education is provided as a required part of:

- The National Curriculum
- A syllabus in Religious Education.

The education we provide during normal school hours is free of charge to pupils. We do not charge for activities undertaken as part of the National Curriculum, with the exception of individual or small-group music tuition (see section 8).

4. Optional Extras: Out of School Hours, Including Lunchtimes

It is the policy of the Trust Board to provide optional extras for pupils. Examples of optional extras include sports, dance and activity clubs, language tuition, school trips, and miscellaneous before and after school activities. Parents and carers will be notified in advance of any charge for these activities.

Charges may be made to cover items such as:

- Pupils' travel costs
- Accommodation
- Materials, books, instruments and other items of equipment
- The cost of engaging staff specifically to provide the activity
- The cost of engaging staff specifically to cover for those staff involved in the activity
- Entrance fees
- Insurance costs
- Consumables, such as first aid supplies on a school trip.

The cost of each school trip normally includes a basic level of insurance cover. Where a trip carries a higher level of risk, such as a residential visit abroad or an activity such as skiing, additional insurance may be required and will be charged to parents and carers in full, in addition to the costs described above.

5. Optional Extras Within the School Day: Voluntary Contributions

When organising school trips or visits, the school invites parents and carers by letter to contribute to the cost. The letter will make clear that all contributions are voluntary and that parents and carers are under no obligation to contribute. If we do not receive sufficient voluntary contributions, we may cancel a trip; if a trip goes ahead, it may include children whose parents or carers have not paid a contribution, and these children are not treated differently from any others.

If the school cancels a trip or activity for any reason, including insufficient voluntary contributions, all money already paid by parents and carers will be refunded in full.

If a parent or carer wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, the school allows the child to participate fully. The school sometimes pays additional costs to support a visit. Parents and carers have a right to know how each trip is funded, and the school will provide this information on request.

The following is a non-exhaustive list of activities organised by the school which require voluntary contributions from parents and carers. These are known as 'optional extras':

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- Residential school trips, abroad or in the UK
- Musical events.

6. Residential Visits

If the school organises a residential visit taking place in school time, or mainly in school time, we will write to parents and carers to gauge interest. Subject to adequate numbers, the whole trip will be costed and divided by the number of children who pledge to attend. We will make charges for:

- Travel expenses
- Accommodation
- Excursions, including travel, entry fees, and guides or rangers as appropriate
- Pocket money
- Consumables for use on the trip.

If sufficient funding cannot be raised through voluntary contributions, the visit is likely to be cancelled, and that aspect of the curriculum would be covered in other ways. Parents and carers who receive relevant state benefits, or who are suffering financial hardship, may apply to the Trust Board in writing, in complete confidence, for consideration for financial assistance.

DfE guidance requires that the remissions policy provide for the complete remission of any charges otherwise payable for the board and lodging of a pupil on a school residential trip, where the education on the trip must be free of charge and the pupil's parent or carer is in receipt of a qualifying benefit for the period wholly or partly comprised in the time spent on the trip. Both conditions must be met to qualify for remission of these charges. The Trust Board may, if it wishes, operate a more generous remissions policy, and does so in respect of Universal Credit as set out in section 13.

7. Passports and Letters

From time to time the school may receive requests from parents and carers to provide supporting documentation. There is an implication for staff time, so the following applies.

Passports: without exception, we are not able to countersign passports, as this necessitates staff providing personal information.

Attendance letters and visa support: the school will provide letters confirming pupil attendance at St. Jérôme Church of England Bilingual School, but requests a minimum of 72 hours' notice.

References for application to an independent school: the school may receive requests to support pupil applications, usually for mid-phase or secondary transfer. The independent sector's format requires handwritten pupil evaluations. The school will provide one reference free of charge, and will charge for further letters or references thereafter; current fees are held by the school office. This reflects the time and care staff put into preparing such documents.

Letters to support a legal process: a charge applies per letter; the current fee is held by the school office.

Safeguarding: there is no charge for routine letters concerning safeguarding.

Pupil Premium: there is no charge for documents supporting children or families eligible for Pupil Premium, but references for independent schools remain restricted to one per child.

Income received from parents and carers in respect of documentation provided is paid into the school's delegated budget.

8. Music Tuition

Music tuition is provided as part of the school curriculum. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. Peripatetic music teachers teach these lessons; the Music Service makes a charge for them, but parents and carers in receipt of state benefits may be entitled to assistance. It is the parent or carer's responsibility to apply for such arrangements via the school office. We give parents and carers information about additional music tuition at the start of each academic year, where appropriate.

9. Swimming

The school may organise swimming lessons for children in Key Stage 2, as part of a planned programme. These take place in school time and are part of the National Curriculum, so we make no charge for the activity itself. Where facilities are not available within walking distance of the school, we ask for a voluntary contribution from parents and carers to cover transport costs. We inform parents and carers when these lessons are to take place, and we seek written permission for their children to take part.

10. Charging in Kind

For certain practical activities, such as cooking and design technology, parents and carers may be asked whether they wish to keep the finished article. The school will either ask parents and carers to supply certain ingredients or materials, or charge for the cost of ingredients or materials provided by the school.

11. Damage to School Property and Equipment

If a pupil's behaviour results in damage to, or loss of, school property or equipment, the Trust Board may ask the parents or carers to pay for the cost of replacement or repair. Parents and carers would be informed by letter of any such charge.

12. School Lunches

Pupils are entitled to Free School Meals where their parents or carers are in receipt of a qualifying benefit, most commonly Universal Credit below the relevant income threshold. Applicants are asked to provide their date of birth and National Insurance number so checks can be completed. If successful, the pupil is entitled to free school meals and other associated benefits throughout their primary education.

All pupils in Reception, Year 1 and Year 2 are entitled to a free meal under the Government's Universal Infant Free School Meals scheme. This is separate from, and not dependent on, the Free School Meals scheme described above.

Since the Mayor of London's Universal Free School Meals scheme was extended to Key Stage 2, every pupil from Reception to Year 6 is entitled to a free, hot lunch cooked on site, and the school does not currently charge for school lunches at any key stage. This funding has been confirmed for the 2026-27 academic year (Mayoral Decision MD3509, approved 18 March 2026). Unlike the Universal Infant Free School Meals scheme, which is a permanent national entitlement, the Mayor's scheme is confirmed and funded on an annual basis; should this funding not be renewed in a future year, the Trust Board would review whether a charge for Key Stage 2 lunches needs to be reintroduced, and would inform parents and carers in good time before any change took effect.

Where a family chooses to provide a packed lunch instead of a free school lunch, see our Packed Lunch Policy.

13. Remission of Charges

Remission means the cancellation of a charge which would otherwise be payable.

At the discretion of the Trust Board, as described in section 6, charges for board and lodging in connection with a school journey will be remitted in full for pupils whose parents or carers are in receipt of Universal Credit (subject to the checks described in section 12). This reflects the legal minimum required by DfE guidance; the Trust Board has not extended this to a broader Pupil Premium-linked subsidy.

The Trust Board will, at its discretion, remit in part or in full any charges for 'optional extras', or for a pupil's retention of a finished product (cooking, craftwork, etc.), if such a charge would prevent a child taking part in an optional activity or would cause hardship to their family.

14. Cashless Payments

The school operates a cashless payment system using an e-pay provider, ParentPay. Parents and carers are provided with login details when their child enrolls, and the school will offer support to use the payment system if needed.

15. Monitoring and Review

This policy is monitored by the Trust Board, and is reviewed at least annually, and sooner following any significant change to activities, fees, or national guidance.