Charging and Remissions Policy

Date Policy Created;	March 2026
Policy Created by;	C.Stott
Policy Agreed by Governors;	March 2026
To be reviewed;	March 2027
UNCRC (United Nation Convention of the Rights of a Child) Articles included in this policy;	1, 2, 3, 4, 5, 6, 12, 15, 16, 17, 23, 24, 28, 34, 36 and 39

Our Mission Statement

Together we grow in faith, knowledge and love.

Together we show respect, kindness and confidence.

Together our community shines.

Our Mission Statement highlights the power of unity and shared values in fostering growth and positive relationships within a community. At St Anne's we work together with respect, kindness and confidence to truly make a difference. We aim to meet the needs of every child through a challenging, enriched curriculum. Providing a safe, secure and stimulating learning environment. We know when we come together our community thrives and shines.

.

1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition. As a Catholic school, where families find themselves in financial difficulties, the school will consider whether we can support by wavering or reducing payments on a case by case basis.

2 Aims and Objectives

2.1 The aims of this policy will: set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers; clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

2.2 The aim is to also set out when school will charge outside agencies and suppliers such as other schools for services provided and the procedures.

3 The Legal Position

3.1 The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained school, was first set out in the Education Reform Act 1988. Guidance came in the Department for Education (DfE) Charges for School Activities.

The department advises that:
School governing bodies cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

4 Voluntary contributions

4.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. 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 any contribution. We do not treat these children differently from any others.

4.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes, the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

4.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive: visits to museums; field trips and research visits; sporting activities which require transport expenses; outdoor adventure activities; visits to or by a theatre company; musical events.

5 School Dinners

5.1 When pupils are not eligible for Free School Meals or Universal Free School Meals (Reception, Year 1 and Year 2) a daily charge of £2.25 for school dinners will be charged via Arbor.

5.2 Payments should be made in advance via Arbor. Where a debt exceeds £50.00 the parent/carer will be contacted by the school office and advised to clear the outstanding balance. Payment should be made within 14 days of notification. If the debt remains unpaid and continues to increase, parents/carers will be contacted again and will be required to provide a packed lunch from home until the balance is cleared. If parents/carers are experiencing financial difficulty they should contact the school office to discuss a payment plan.

5.3 Where the balance remains outstanding and no contact has been made to agree a repayment plan the debt may be referred to Manchester City Council’s Debt Recovery Department for further action.

6 Residential visits

6.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a voluntary contribution to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

7 Music tuition

7.1 All children study music as part of the normal school curriculum. We do not charge for this.

7.2 There is no charge for individual or small-group music tuition. These individual or small-group lessons are taught by peripatetic music teachers. One Education Music Service makes a charge for these lessons which school incurs. We give parents and carers information about additional music tuition at the start of each academic year.

8 Swimming

8.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

9 Additional sports coaching

9.1 The school is sometimes able to secure the services of a qualified sports coach. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session.

10 Finished products

10.1 Where parents/carers have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents/carers must know the charge for the product in advance. Fundraising activities may sometimes include finished products at a discretionary extra charge.

11 Damage/Loss to Property

11.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

11.2 A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

12 Late pick up

12.1 A charge may be made to a parent/carer if pickup is persistently late. This is a £10 charge. Parents will be given clear warning if this will happen. The reason for this is the need to keep staff past their working hours after school. The paid after school club is available to parents, they're able to sign up to this independently of the school.

13 Charge for services

13.1 The school will charge for services provided to other schools and external agencies including St Anne's SEND provision Outreach.

13.2 The rates of our Outreach Provision are set out by the Inclusion Outreach Offer.

13.3 Any other rates will be agreed between both parties prior to any services being carried out.

13.4 An invoice will be issued by the school and is payable within 14 days of receipt. Where invoices remain unpaid beyond the stated payment terms the school will issue reminder correspondence. If payment is not received further action may be taken to recover the outstanding debt.