



SLS Charging and Remissions Policy 2026



Educating through faith, hope and love

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Our Christian Vision

Our Christian vision for St Luke's CE School has Jesus' promise "*I came to give life—life in all its fullness*" at its heart (John 10:10). We believe that all children deserve an education of the highest quality in order to flourish and enjoy a life filled with meaning and purpose.

Our children combine a care for others with a love for learning, and an appreciation of the importance of spiritual, mental and physical well-being.

1. Aims

In line with our Christian Vision, St Luke's CE School aims to offer a range of activities and visits to all pupils whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities. This policy demonstrates that the school has robust, clear processes in place for charging and remissions and clearly sets out the types of activity that can be charged for and when charges will and will not be made.

2. 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.

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

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation or modification of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

Responsibility for approving the charging and remissions policy has been delegated to the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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 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/carer*

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport provided in connection with an educational visit. At St Luke's CE School we make full use of the TFL school party travel scheme and any travel costs outside this scheme will be covered by voluntary donations (see section 7)

5.3 Residential visits

- Supply teachers, covering for teachers who are absent from school whilst accompanying pupils on a residential visit

6. Where charges can be made

Charges can be made for activities classed as 'optional extras'.

6.1 Optional extras at St Luke's CE School

- Breakfast club
- After school and some lunchtime sports and activity clubs
- Board and lodging for a pupil on a residential visit e.g. Year 6 school journey

Optional extra	Charge
Breakfast club	£4.00 per pupil per day.
After school and some lunchtime sports and activity clubs	Information about session times and costs are sent to parents at the start of each school term and are available on request from the school office office@stlukesschool.org.uk .
Year 6 school journey	The cost of this is calculated and provided to parents each year.

When calculating the cost of optional extras, an amount may be included in relation to:

- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the uptake of an optional extra.

6.2 Music tuition

In St Luke's CE School, parents may choose to pay for one-to-one or group Music tuition in addition to the statutory music curriculum delivered in school. Parents must arrange this tuition through Camden Music, and payment must be made directly to them:

<https://camdenmusic.org/>

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible, for example school trips.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Remissions of charges for eligible pupils

Pupils whose parents/carers are in receipt of eligible benefits (see below) qualify for the following remission of fees:

- Breakfast club - £2:00 per pupil per day
- One free after school club per term
- Assistance with cost of board and lodging for the Year 6 school journey

9. Eligible benefits

- 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 benefits you get)

9. Monitoring arrangements

The headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed annually. At every review, the policy will be approved by the RISC committee.

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Headteacher and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school’s complaints procedure will be followed.

Copies of this policy will be available in the staff handbook, from the school office and on the school website.

This policy has been agreed by the Headteacher and the Governing Body.

Headteacher signature: _____ Print name: _____

Date: _____

Chair of Governors signature: _____ Print name: _____

Date: _____