



Charging and Remissions Policy

Whilst education provided during school hours to pupils in state schools must be free of charge, the Education Act 1996 (Chapter 56) allows Governing Bodies to levy a charge in the following circumstances:

- costs associated with tuition in the playing of a musical instrument to an individual or group of up to four pupils where this is not provided as part of the syllabus for a prescribed public examination and is not required by the National Curriculum;
- where activities take place wholly or mainly outside school hours which are not provided as part of the syllabus for a prescribed public examination and which are not required to fulfil statutory duties relating to the National Curriculum or Religious Education;
- for the actual cost of board and lodgings where a school activity involves pupils spending one or more nights away from home, except for pupils whose parents/carers are in receipt of Income Support, Working Families Tax Credit, Child Tax Credit, Disabled Persons Tax Credit or an income-based Job Seeker's Allowance (or their replacements);
- for the costs of preparing and entering a pupil for a public examination which is not prescribed in regulations and where the preparation takes place outside school hours;
- for the recovery of public examination entry fees originally paid by the Governing Body where the pupil fails without good reason to complete the requirements for entry;
- where pupils re-sit a prescribed public examination but no further preparation has been provided by the school;
- where pupils re-sit a prescribed public examination at the request of a Parent/Carer in order to improve a grade which the school's staff deem to have been an accurate reflection of the pupil's expected attainment;
- for the costs associated with the re-scrutiny of a pupil's public examination results, should this be at the request of a parent or guardian;
- for transport costs directly from and to a pupil's home where an activity is sanctioned by, though not provided by, the school or Local Authority;
- for materials and ingredients used during the teaching programme for any subject where parents have indicated in advance that they or the child wish to own the finished product;
- for "optional extra" activities that happen outside school hours where parents/guardians agree to pay.

The Governing Body of Saint Cecilia's Church of England School will also require parents/guardians to pay for the actual cost of repairs to the school buildings, furniture or equipment where the damage is not accidental, and for books and equipment damaged or defaced, deliberately or otherwise, whilst in a pupil's safe-keeping.

The Governing Body of Saint Cecilia's may:

- request voluntary contributions from parents/guardians for any activity, notwithstanding the parent/guardians right to decline to contribute yet still have their child included in the activity, unless it falls within the provisions outlined above;
- remit some or all of the board and lodging charges for residential activities where parents/guardians demonstrate substantial financial difficulties;
- at its discretion, contribute financially to offset the cost of activities offered wholly or mainly during teaching time;
- at its discretion, subsidise or meet the full cost of activities described as “optional extras”;
- at its discretion, offer financial support to any parent/guardian at any time to enable his or her child to participate fully in all aspects of the life of the school.

The Governing Body will review this policy on a regular basis to ensure its effectiveness and compliance with appropriate legislation.

Action	Committee	Date
Review and Approve	Resources Committee	6th October 2022
Next Review	Resources Committee	Autumn 2023

Saint Cecilia’s Church of England School
 Sutherland Grove, London SW18 5JR
 info@saintcecilias.london
 020 8780 1244
 www.saintcecilias.london