



Charging and Remissions Policy

September 2025

Approved by	Date	Review Schedule	Date of next review
Trust Board	24/09/25	Every year	Sept 2026

Saint Paul teaches, 'the body is not made up of one part but of many.'
Chester Diocesan Learning Trust recognises and nurtures the unique gifts, skills and talents within our whole community.

We will empower adults and children to grow in character and mind, shaping a better future.

Shaping better futures; one body, many parts.

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Please note that this document includes links to external documents and guidance, which can be accessed by clicking on the underlined references.

1. Introduction

The School Local Governance Committee is required by law to publish a policy on charging for school activities.

The Education Act 1996 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time.

2. Activities that may be charged

Although written for local authority-maintained schools, CDLT's schools will have regard to the most recent guidance on charging for school activities: <https://www.gov.uk/government/publications/charging-for-school-activities>

In line with this guidance, charges may typically and reasonably be made for the following:

- Individual tuition in playing a musical instrument may be charged for if it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made
- Optional visits or activities occurring outside of school hours may be charged for in full.

Charges will be proportional for each pupil and will not exceed the cost of the provision. Lessons or activities will not be confirmed until parental or carer agreement has been received, ideally by return of a signed reply slip.

3. Voluntary contributions

Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. CDLT has therefore approved the following:

- Voluntary contributions can be invited from parents towards the cost of the school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest;
- Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in strictest confidence;
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the school curriculum;
- If insufficient voluntary contributions are received and the trip is considered by the Headteacher not to be financially viable, then it will be cancelled and any monies received will be returned.

4. Remissions

As far as resources allow, all CDLT schools will support pupils and their families to participate in the full range of activities offered as part of the curricular and extra-curricular provision. This applies particularly to those pupils who are eligible for Pupil Premium funding, which is assessed using the following criteria:

- Ever 6 Free School Meals Children
- Children with no recourse to public funds (NRPF)
- Children adopted from care or who have left care
- Ever 6 service children

Further details of Pupil Premium eligibility and funding rates can be found here:

<https://www.gov.uk/government/publications/pupil-premium>

While each case for support will be reviewed sympathetically, and in strict confidence, the school itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its students. Pupil Premium money may be used if appropriate.