St Laurence School

Charging and Remissions Policy

Approved by: Trust Board
Approval Date: October 2026
Review Date: October 2029

1. Introduction

The Trust Board recognises the valuable contribution that a wide range of activities, including clubs, educational visits, residential experiences and enrichment opportunities, can make towards pupils' educational, personal and social development.

The Trust Board aims to promote and provide activities both as part of a broad and balanced curriculum and as additional optional activities.

The Trust Board is committed to ensuring that education provided during normal school hours is available free of charge to all students on roll.

Whilst wishing to provide a wide range of opportunities for the benefit of all pupils, the Trust Board reserves the right to make charges for certain activities organised by the school, in accordance with the provisions of the Education Act 1996 and current Department for Education guidance on charging for school activities.

This policy is based on Sections 449-462 of the Education Act 1996 and the Department for Education guidance, Charging for School Activities (May 2018).

2. Charging

There is a free entitlement to core stationery, basic texts and essential resources required for the effective delivery of the school's curriculum in Key Stages 3 and 4.

The school may charge for materials, books, instruments or equipment where the parent/carer wishes the student to own the finished product or item.

For Art, Design Technology, Textiles and Resistant Materials projects, parents/carers will be notified at the beginning of the project and invited to make a voluntary contribution towards material costs where appropriate.

3. Examinations

The cost of examination entries will normally be met by the school where students have been prepared for the examination by the school and the qualification forms part of the curriculum.

Parents/carers may be charged for:

- Examination re-sits.
- Examinations for which the student has not been prepared by the school.

- Examination fees where a student fails, without good reason, to meet the requirements of the examination after the school has paid the entry fee.

4. Clothing and Equipment

Pens, pencils, rulers and a suitable calculator are expected to be provided by parents/carers except where support is provided under the school's remission arrangements.

Similarly, school uniform and PE kit, as outlined in the school's Uniform Policy, remain the responsibility of parents/carers.

Subject to annual budget availability, students eligible for Targeted Free School Meals or Ever 6 Pupil Premium may apply for support towards the purchase of school uniform. Current support is normally:

- £75 for students joining Year 7.
- £20 for students in other year groups.

5. Instrumental Tuition

A charge may be made for individual or small-group instrumental tuition provided at the request of parents/carers.

No charge will be made for tuition:

- Provided as part of the National Curriculum.
- Required to fulfil examination syllabus requirements.
- Required as part of a prescribed public examination course.

6. Trips and Visits

Charges will not be made for activities that:

- Form part of the National Curriculum.
- Form part of a prescribed public examination syllabus.
- Fulfil statutory duties relating to the curriculum.

For educational visits and enrichment activities taking place during school hours, the school may request voluntary contributions towards the cost of transport, admission fees, insurance and other associated expenses.

Parents/carers are under no obligation to contribute. Such visits are not funded from the school's core budget and can only proceed where sufficient voluntary contributions are received to cover the full cost of the activity. Where insufficient contributions are received, the school reserves the right to cancel the visit.

No student will be excluded solely because their parent/carer is unable or unwilling to make a voluntary contribution.

Activities taking place wholly or mainly outside school hours may be charged for where they are not required as part of the National Curriculum or a prescribed public examination syllabus.

Board, lodging and travel costs may be charged for residential visits. Where board and lodging charges are applied, full or partial remission may be available in accordance with the remissions criteria set out in this policy. Remissions for residential visits will be considered in accordance with the provisions of this policy.

Students may participate in fundraising activities to support the cost of educational visits or projects. The school will support fundraising activities provided that:

- The funds raised support the overall cost of the activity rather than the financial needs of an individual student.
- The activity has been approved by the school and entered into the school diary.
- Fundraising activity complies with relevant school policies and procedures.

7. Food and Drink

External drinking fountains and a water cooler in the restaurant are provided free of charge at St Laurence School.

Snacks, drinks and hot or cold meals are available for purchase through the school's catering service.

Free School Meals are available for eligible students.

Free School Meals Application Portal - https://parentportal.wiltshire.gov.uk/web/portal/pages/parents/free-school-meals

Free School Meals Information and Eligibility Guidance - https://www.wiltshire.gov.uk/schools-learning-free-school-meals If parents/carers require assistance with an application, they may contact the Wiltshire Council Free School Meals Team: **Telephone:** 01225 713780 **Email:** fsm@wiltshire.gov.uk

8. Breakages and Damage

Where furniture, equipment, facilities or the fabric of the school are deliberately, wilfully or recklessly damaged by a student, the school may seek reimbursement from parents/carers for the cost of repair or replacement.

Damage resulting from genuine accidents, where promptly reported and acknowledged, will not normally result in financial liability for parents/carers.

Remissions

9. General Principles

Parents/carers may apply for full or partial remission of charges, or for financial support towards the purchase of school uniform or participation in school activities.

Support will be considered on a case-by-case basis at the Headteacher's discretion.

Where family hardship may prevent a student from participating in a school activity, parents/carers are encouraged to contact the school in confidence.

Applications should be made by contacting:

Finance@st-laurence.com

Parents/carers may be asked to complete a Remission Application Form and provide evidence of income or benefits where appropriate.

The school will make parents/carers aware of the support available under this policy whenever requests for voluntary contributions or charges are made.

10. Uniform Support

To qualify for consideration of uniform support, the student must:

- Have more than one term remaining at St Laurence School; or
- Be due to start at the school in the following term.

Students eligible for Free School Meals may receive a uniform support voucher, subject to annual budget availability and the school's published arrangements.

11. Remissions Criteria

Authorisation of remission will be made by the Headteacher or Deputy Headteacher under delegated authority from the Trust Board.

Parents/carers have the right to request a review of any decision relating to charges or remissions. Reviews will be considered by the Trust Board or a committee operating under delegated authority from the Trust Board.

At the discretion of the Headteacher, full or partial remission may be granted to families receiving:

- Universal Credit where annual net earned income does not exceed the threshold specified by the Department for Education for Free School Meal eligibility.
- Free School Meal eligibility and/or Ever 6 Pupil Premium status.
- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- The Guarantee Credit element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit during the four-week period immediately following cessation of employment or reduction of working hours below 16 hours per week.
- Other exceptional circumstances not specifically listed above.

The Headteacher reserves the right to consider any application on its individual merits and to grant assistance in cases of exceptional hardship.

Related Documents:

- Examination Policy
- Educational Visits Policy
- Behaviour Policy
- Uniform Policy
- Financial Procedures Manual

This policy should be read alongside current Department for Education guidance on charging for school activities and remissions.