



# Charging & Remissions Policy for School trips

## MISSION STATEMENT

This is our school St Werburgh's and St Columba's

A place to be inspired, be accepted, be yourself and be unique.

Be able to grow spiritually, academically and morally.

Be able to contribute to the community and be a responsible global citizen.

Be able to reach for the stars and fulfil your potential.

A place, providing an excellent Catholic education for everyone.

Where we belong, where everyone belongs.

Updated June 2022;  
To be reviewed September 2025

**Rationale:**

This policy is in response to Sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in schools maintained by local authorities in England.

**Residential Visits:**

Schools **cannot** charge for, (but may ask for voluntary contributions):

- Education provided on any visit that takes place during school hours
- Education provided on any visit that take place outside school hours if it is part of the

National Curriculum

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Schools **can** charge for:

- Board and lodging and the charge must not exceed the actual cost

**Transport:**

Schools **cannot** charge for (but may ask for voluntary contributions):

- Transport provided in connection with an educational visit

**Voluntary Contributions:**

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions this should be made clear to parents from the outset. The governing body or head teacher **must** also make it clear to parents that there is no obligation to make any contribution. No child should be excluded from an activity because his/her parents are unable/unwilling to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled.

**Remissions:**

The governing body may decide to reduce the cost of attending a visit for those children whose parents are in receipt of certain benefits.

**Music Tuition:**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

**Optional activities outside of the school day:**

We will charge for optional, extra activities provided outside the school day, for example sports clubs run by external organisations. Such activities are not part of the National Curriculum.

This policy will be reviewed every three years.