



# Charging & Remissions Policy

## St Richard Reynolds Catholic High School & Primary School

**Policy:** Charging & Remissions Policy

**Date of publication:** December 2025

**Date of approval by Governing Body:** 14th January 2026

**Date of next review:** As required

This policy applies to both St Richard Reynolds Catholic High School and St Richard Reynolds Catholic Primary School, unless explicitly stated.

### 1. General Principles

This Charging Policy has been developed in accordance with the Department for Education (DfE) guidance *Charging for School Activities*.

- No charge will be made for admission to the College.
- No charge will be made for activities that form part of the planned curriculum, except where permitted by legislation (e.g. peripatetic music tuition provided individually or in small groups).

The College believes that extra-curricular and enrichment activities are a vital part of a rounded education. Where costs are incurred for activities that fall outside statutory provision, parents / carers may be asked to make a voluntary contribution.

No student will be excluded from an activity because a voluntary contribution has not been made.

### 2. Voluntary Contributions

For activities that take place wholly or mainly during normal school hours and form part of the curriculum, the College may invite parents / carers to make a voluntary contribution. Such activities will only proceed if sufficient contributions are received to meet the overall cost otherwise the activity may be cancelled.

In Academic Year 25/26,

Parents / carers experiencing financial difficulty are encouraged to contact the College in confidence, as support may be available through remission arrangements or support funds.

### 3. Residential Activities

For residential activities that take place during school hours and form part of the curriculum, the College may charge for board and lodging only.

The College may agree to partially or fully fund residential activities during school hours in cases of financial hardship. In addition, the College may seek funding from third-party organisations, including charitable trusts and grant-awarding bodies, to support student participation.

## **4. Public Examinations**

The College will pay the entry fees for public examinations for students whom the College has prepared for those examinations.

Parents / carers will be required to meet the cost of Examination re-sits and Examinations for which the student has not been prepared by the College. Where a student fails to attend an examination or complete required coursework without good reason, the College may seek to recover the examination fee.

## **5. Books, Materials and Equipment**

### **Years 7–11**

- Books and other materials required for the curriculum are provided free of charge and remain the property of the College. Parents / carers may be charged for defaced, damaged or lost items, including books, workbooks and pupil planners.
- A fee will be charged for the hire of lockers (high school only).
- Parents / carers may also be charged for wilful damage to College property and accidental damage resulting from failure to follow College procedures
- For certain practical subjects (e.g. Food Technology or Design Technology), parents / carers may be asked to pay for ingredients or materials. Any finished product will become the property of the student.
- In Academic Year 25/26, the College is trialling a pilot scheme for iPads where each Year 7 student will be allocated an iPad. This will be used during the school day and taken home to support homework and revision. Parents/carers may be invited to make a voluntary contribution towards the cost of the iPad, however no student will be denied access to an iPad or otherwise disadvantaged if a contribution is not made.
- As contributions are voluntary, the long-term continuation of the scheme is dependent on the overall level of parental support received. Where insufficient voluntary contributions are made, the College may need to review the future viability or scope of the scheme.
- Parents/carers of students eligible for Free School Meals are welcome, but not expected, to make a partial voluntary contribution should they wish to do so.

### **Primary School**

- Parents / carers of children in the Primary School may be asked to make a voluntary contribution to cover the cost of additional activities such as cooking or seasonal activities.

## **6. Additional Items**

Heads of Department may request the provision of additional materials or equipment.

Parents / carers may be requested to provide or pay for the following:

- Scientific calculator
- Dictionary
- Good News Bible
- Subject revision guides
- Yondr pouch

## **7. Remissions Policy**

The College recognises its responsibility to ensure that financial circumstances do not prevent students from accessing educational opportunities.

The College may agree to partially or fully remit charges or contributions for:

- Curriculum-related trips and activities
- Additional items such as revision guides, Yondr pouches & IPADs
- Residential trips that take place during school hours
- School meals (see sections below)

Remission may be supported through College funds or, where appropriate, through external funding sources.

## **8. School Meals – Primary School**

Part of our unique community feel at St Richard Reynolds is that all our students in the Primary school eat a hot lunch together every day.

All Primary pupils are currently eligible for free school meals under the **Mayor of London’s Universal Primary Free School Meals Scheme**. The Mayor of London has committed to funding this scheme beyond 2026, however, this is subject to re-election and future budget approvals.

Details of current arrangements are available on the [College website](#).

## **9. School Meals – Year 7 and Above**

From Year 7 onwards, students have access to an optional “grab and go” canteen service. Food purchases are made using a cashless catering system.

Students who are eligible for Free School Meals (FSM) are able to purchase food from the canteen up to the maximum value of the daily allowance. Current allowance information is published on the [College website](#).

## **10. Payments**

All payments should be made via the College’s online payment system (Scopay). There are no charges for payments made using this system.

## **11. College Enhancement Fund**

The governing body seeks to provide the best possible facilities and opportunities for students at St Richard Reynolds Catholic College.

Parents / carers are encouraged to contribute to the **College Enhancement Fund**, including through [Gift Aid](#) where applicable. Funds raised support facilities and opportunities that are not normally covered by government funding.

## **12. Trips, Visits and Experiences Support Fund**

The College is committed to supporting students to participate in non-curriculum-based trips, visits and experiences regardless of financial circumstances.

Support may be available through the **Trips, Visits and Experiences Support Fund**. Details of eligibility, application processes and current guidance can be found on the [College website](#).

This policy will be reviewed in line with statutory requirements and DfE guidance.