



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Charging & Remissions Policy

Approved by: Board of Governors

Date: 12th December 2023

Last reviewed on: 8th December 2020

Next review due
by: December 2026

The remit of this policy covers:

- Voluntary contributions
- Schools trips and visits
- Examination entries
- Materials and textbooks
- Music tuition
- Out of school activities
- Damage and loss of property
- Lettings
- School minibus travel
- Other charges
- Remissions

We believe in the highest quality provision for our pupils and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

Questions and queries about this policy or discussions regarding the application of this policy to an individual pupil can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

Voluntary Contributions

Where the school cannot levy charges and it is not possible to conduct these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

We believe that no pupil should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Headteacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging and remissions policy is an integral part of our inclusive arrangements for pupils and is applied equally to all pupils.

In normal cases, letters or emails sent out when a charge is made (e.g. for a trip) will be accompanied by a clear communication instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions.

Departments can seek support for pupils via their line manager for activities which would normally incur a charge according to the policy.

Specific examples of how this policy may be applied:

School Trips and Visits

Day Trips: No charge will be levied in respect of day trips that take place during the school day or are part of the curriculum.

Residential Trips – Essential: for residential trips which are essential to the National Curriculum, statutory RE, or in preparation for prescribed examinations, a charge may be levied for board and lodgings.

Residential Trips – Non-essential: for residential trips which are not essential to the National Curriculum, statutory RE, or in preparation for prescribed examinations:

- a) If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- b) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Examination Entries

A charge may be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge may be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination, and school advises that it is in the best interests of the pupil not to sit the examinations, however the pupil's parent/carer wishes the pupil to be entered. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost. All such instances will be dealt with on a case by case basis.

A charge may be levied for pupils re-sitting an examination.

A charge may be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable centre administration fee.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, ceramic or textiles, a charge may be levied for the cost of materials used. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition and group music tuition up to and including four pupils, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The cost of the peripatetic instrumental instruction is subsidised by the school and charges are explained and agreed via the music teacher. A further discount is available to pupils whose families are entitled to free school meals.

Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge may be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity may be levied.

Damage/Loss to Property

A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials); the charge being the cost of replacement or repair. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school; the charge being the cost of replacement or repair.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be reviewed annually by the Board of Governors.

Other Charges

The Headteacher, Finance and General Purposes Committee or Board of Governors may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report.

Remissions Policy

The Headteacher, Finance and General Purposes Committee or Board of Governors may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Complete remission of any charges for board and lodgings for a residential trip will be made in cases where both the following apply:

- a) The education provided on that trip cannot be charged for; and
- b) The pupil's parents/carers are in receipt of benefits that entitle the pupil to Free School Meals.