



Bishop Chadwick Catholic Education Trust

Charging and Remissions Policy

Document Management:

Date Policy Approved: September 2024

Next Review Date: September 2027

CHARGING AND REMISSIONS POLICY

1.0 Roles and Responsibilities

1.1 The Board of Directors of Bishop Chadwick Catholic Education Trust (the “Trust”) is responsible for determining the content of this policy, and the Headteacher of each Academy within the Trust for its implementation.

Any determination with respect to individual parents/carers will be considered jointly by the Headteacher and Chief Financial Officer.

While the responsibility for the implementation of this policy and provision rests with the Headteacher, on an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Business Lead within each Academy, supported by their Central Finance Team Lead.

2.0 Suggested Audience

2.1 All staff and parents/carers.

3.0 Aim

3.1 The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

3.2 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) ‘Charging for school activities’
- DfE (2020) ‘Governance handbook’
- The trust’s Funding Agreement
- Academy Trust Handbook 2024

This policy operates in conjunction with the following trust policies:

- Complaints Procedures Policy
- Debt Recovery Policy

4.0 Activities for which charges cannot be made

4.1 The Board of Directors recognises that legislation prohibits charges for the following:

- An admission application.
- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside Academy hours, if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education.

- Tuition for pupils learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the Academy.
- In exceptional circumstances examination re-sits and at the discretion of the (External candidates or remarks may be charged for).
- Education provided on any trip that takes place during Academy hours that is part of the National Curriculum or an examination.
- Education provided on any trip that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the Academy.

5.0 Activities for which charges may be made

5.1 The Board of Directors and Headteacher will consider asking parents/carers to meet the costs of the activities detailed in the following table. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each pupil. Lessons/activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip, or electronically via School Comms/Parent Pay/Arbor.

| Activity | Note |
|---|---|
| Board and lodging on residential trips | Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place. See additional information regarding residential trip refunds per 11.1. |
| Materials or equipment if parents/carers indicate in advance that they want the child to bring it home. | |
| The proportionate costs for any pupil on activities wholly or mainly outside Academy hours ('Optional extras') to meet the costs of: <ul style="list-style-type: none"> • Travel • Materials and equipment • Non-teaching staff costs and costs of staff specifically engaged for the activity • Entrance fees • Insurance costs | |
| Vocal and musical instrumental tuition | Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition. |

| Activity | Note |
|--|---|
| Re-sits for public examinations where no further preparation has been provided by the Academy | |
| Examination fees where a pupil fails without good reason to sit an exam | After consultation with parents/carers. |
| Examination fees associated with re-marks | If a pupil or their parent consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or pupil will have their fees refunded. |
| Any other education, transport or examinations where no further preparation has been provided by the Academy | |
| Any other education, transport or examinations fee unless charges are specifically prohibited | |
| Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the pupil | Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs |
| Extra-curricular activities and clubs | Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding including Extended day services (including Breakfast/Tea-time clubs). |
| Any extended Academy activity | Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding |

5.2 The Academy will make every effort to ensure that all information lays out costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

6.0 Remissions

6.1 Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free Academy meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential and other Academy trips.

6.2 The relevant support payments are:

- Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit. Until Universal Credit is fully implemented, the following benefits are eligible:
- Income Support
- Income Based Jobseeker's Allowance
- Income-Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the current limit, account will need to be taken of any revision to the amount.

A child aged 16-18 is also entitled if they receive any of the above benefits in their own right.

- 6.3 All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the Academy in confidence if they would like their child / children to participate, giving details of the relevant benefit, so if necessary the Academy can confirm this.

7.0 Voluntary Contributions

- 7.1 The Headteacher may ask parents/carers for a voluntary contribution to support Academy activities.
- 7.2 The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers:
- a) That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay.
 - b) That registered pupils at the Academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
 - c) The activity may not take place if insufficient contributions are made.
- 7.3 The responsibility for determining the level of voluntary contribution is delegated to the Headteacher of each Academy (supported by Chief Financial Officer and Central Finance team).

8.0 Lettings

- 8.1 The Academy will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Headteacher/Site Manager in conjunction with the Trust Estates Manager and Chief Financial Officer.

9.0 Other charges

- 9.1 Charges may be made in accordance with the Data Protection and Freedom of Information Act legislation.

10.0 Academy Meals

- 10.1 The price to be charged for Academy meals will be published by each Academy and is subject to annual review by the Trust Catering Manager.

11.0 Residential trips

- 11.1 All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the Academy has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a trip is cancelled by a party other than the Academy due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consider the cost to the school, including alternative provision cost, and any amounts recovered via the RPA (insurance).

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consider the reason for cancellation, whether the Academy will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the Academy has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consider whether the Academy will be reimbursed for the pupil's place on the trip, whether the place on the trip can be offered to another pupil, or whether the Academy could be reimbursed via the RPA (insurance).

In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will consider options which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the Academy's account. Excess expenditure will be subsidised by the Academy.

Each academy will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

12.0 Monitoring and Review

- 12.1 The Chief Financial Officer is responsible for monitoring all aspects of this policy. Any relevant information relating to this policy will be presented to the Finance Committee on an annual.