The Holy Family

Catholic School

a voluntary academy

Charging and Remissions Policy:

October 2027

SLT Responsible: F Azad

Next Review Date: October 2025

The Holy Family
Catholic School
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At The Holy Family Catholic School, our policies and the actions arising from them are always founded in spirit and in letter in our Catholic faith, especially our mission statement and nine core virtues:

Awakening Minds

Our faith, the teachings of Christ, is at our heart. We devote ourselves fully to our spiritual growth, striving for excellence in all that we do each day.



Achieving Dreams

Our work blends inspirational teaching and confident study in a stimulating environment. We learn wholeheartedly, turning our ambitions into reality with every opportunity.



Serving Others

Our spirit leads us to take a positive role in our community. We show love, care and respect for one another and for everyone in our world today.



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Introduction

We acknowledge that the schools must meet the statutory requirements laid down in the 1996 Education Act relating to charging for educational activities. We concur with the objectives behind this aspect of the Act which are detailed below.

The objectives of the charging provisions in the 1996 Education Act are:

- To maintain the right to free school education.
- To establish that activities offered wholly or mainly during normal teaching times should be available to all
  students regardless of their parent' ability or willingness to help meet the cost.
- To emphasise that there is no statutory requirements to charge for any form of education or related activity, but to give the local authority and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm the right of local authorities and schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.

Aims

This policy aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

Definitions

Charge: a fee payable for specifically defined activities.
Remission: the cancellation of a charge which would normally be payable.

Responsibilities

- The Governing Body has overall responsibility for monitoring the implementation of this policy.
- The Headteacher is responsible for ensuring staff are familiar with the charging and

remissions policy, and that it is being applied consistently.
- The Business Manager will provide staff with appropriate training in relation to this policy and its implementation.

All Staff are responsible for:
- Implementing the charging and remissions policy consistently.
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if they policy applies.
- Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remission policy.

DfE Guidance to Schools

The Holy Family Catholic School's Governing Body recognise that legislation means we cannot charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments, or other equipment).
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination, if the student has been prepared for it at the school; and
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

The school can charge for:
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Optional extras.
- Music and vocal tuition, in certain circumstances.
- Community facilities.
- School trips that are not required by the curriculum.

Activities in school hours

All education during school hours is free, including the supply of materials, books, equipment and transport provided by the school to carry students between the school and an activity.

For school-time activities with an additional cost parents may be invited to make a voluntary contribution, these may include:
- Activities within a curriculum area.
- Support towards education trips and visits.
- Associated travel costs.

Any request made to parents will specify if it is for a voluntary contribution which means it does not represent a charge. In terms of voluntary contributions, the school will make the following clear to parents:
- That the contribution is genuinely voluntary, and a parent is under no obligation to pay.
- That students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- That if any activity cannot be funded without voluntary contributions the school will make this clear to parents at the outset. if insufficient voluntary contributions are raised to fund a trip/activity, and the school cannot fund it from another source, then it will be cancelled.
- A voluntary contribution may be made in cash or kind (i.e., ingredients or materials for catering or technology).
- Voluntary contributions for transport costs in respect of offsite activities may also be sought from parents. Where extra costs are inevitable, parents will be informed by letter at the planning stage.

Students whose parents do not make contributions will not be left out of activities or treated differently in the course of the lessons from those whose parents contribute, but any finished projects or artefacts remain the property of the school unless the Headteacher decides otherwise.

When a non-school organisation arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must ask the school to agree to their child's absence and the Headteacher will decide whether this is in the student's best interest.

Music Tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum.
- For a student who is looked after by a local authority.

Parents will be informed in the preceding term of any increase in charges. Parents whose children are eligible for pupil premium funding or receive free school meals may apply to the Headteacher for remission of costs.

Damage/Loss to Property

There is no reference to breakages or fines in the Act's charging provision.

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

A charge will be levied in respect of willful 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 to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

Activities outside school hours*

Charges may be made for activities outside school hours when they are not:

- part of the National Curriculum.
- part of Religious Education.
- part of a syllabus for a prescribed public examination that the student is being prepared for at the school.

Charges may be made for 'optional extra' activities provided by the school outside school hours. The Headteacher decide whether a charge should be made. Parents are informed about how the charge is worked out.

Where charges are made, the charge for each student is not more than the actual cost although it may cover some of the costs of teachers from the school who have been asked to supervise the activity.

Special rules apply for residential activities. For those which are required for the syllabus of a public examination or are to do with the National Curriculum or Religious Education, no charge is made for the education or the cost of travel. However, charges may be made for board and lodging except for students who receive free school meals.

*'School hours' are those when the school is actually in session and do not include the breaks. Information about the timing of the school day is included on the school website.

Trips

Residential and Day trips that do not form part of the national curriculum syllabus but are available as an optional extra during a student's time at The Holy Family Catholic School will be charged for. Charges will be made for the full cost of the activity and the full payment must be received prior to the activity for the student to take part.

Day trips: Full payment will be required at least one week prior to the departure date.

Residential trips: The school will request a non-refundable deposit to secure a place on any residential trip. Once the trip has been confirmed by the school, parents are thereby agreeing to make all future instalments as per the payment plan set out by the school. Parents are advised that any cancellation will be at their cost. If a student is unable to attend, or no longer wishes to attend a trip the school will liaise with the travel company to see what money can be recouped (if any). The school will not bear the cost of any student cancellation or withdrawal from a trip and any loss incurred by the school will be passed on to the parent for payment.

Should a trip be over-subscribed, a fair process will be agreed to reduce the numbers. Students that are not successful will be placed on a waiting list.

Full payment will be required at least one month before the departure date or as specified on the individual trip letter. Any student who has not paid in full will not be allowed to go on a trip, but the school will still expect payment in full to cover the cost of the place that was booked and paid for by the school.

The safety of both students and staff is paramount. The school will therefore review student inclusion on any trip at two stages, at initial acceptance and again just before the trip takes place; participation will be based on a positive attitude to learning. The school reserves the right to remove a student from attending a trip if there are significant concerns regarding behaviour or conduct in any aspect of school life. In these exceptional cases, the school will not make any refund to parents.

If a student leaves The Holy Family Catholic School after paying the trip monies, including a deposit, this will be reviewed by each individual case. General rule of thumb being if their space can be taken and paid in full by another student then they should receive a full refund.

Public Examinations

No charges are made for entering students for public examinations for which they have been prepared in school. The school enters students for each examination in a public examination syllabus for which the student has been prepared unless:

- They think there are educational reasons for not entering the student OR
- The student's parent asks in writing that the student should not be entered.

Examination fees may be charged if:

- The examination is on the set list, but the student has not been prepared for it at the school.
- The examination is not on the set list but the school arranges for the student to take it.
- The student fails without good reason to complete the requirements of any public examination where the Governing Body originally paid or agreed to pay the entry fee.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

For clarity, optional extras are:

education provided outside of school time that is not:

- part of the national curriculum.
- part of a syllabus for a prescribed public examination that the student is being prepared for at the school or
- part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- transport (other than transport that is required to take the student to school or to other premises where the local authority/Governing Body have arranged for the student to be provided with education).
- board and lodging for a student on a residential visit.
- extended day services offered to students (for example breakfast club, after-school clubs, and supervised homework sessions).
- small contribution for Technology / Food Technology projects.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra.
- the cost of buildings and accommodation.
- non-teaching staff.
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions

In some circumstances the school may not charge for 'chargeable' items or activities as set out in this policy such as board and lodgings for residential trips. The school will take account of indicators such as eligibility of free schools' meals. This will be at the discretion of the governing board and will depend on the activity in question.

Financial Support for students with extra-curricular activities in cases of economic hardship

- The school will make parents aware of their right to claim free activities if their child is eligible for pupil premium funding or if they are on low incomes or receiving eligible benefits. Parents are informed of this through individual trip/activity letters and regular whole school communications with parents.
- In cases where a trip is a compulsory part of the curriculum and/or involves the whole class or a whole year group, the school will support cases of financial hardship.

Monitoring arrangements

The Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Business Manager every year. At every review, the policy will be approved by The Governing Body.

Links to other policies

This policy is linked to our:

- Offsite Activity Policy
- Pupil Premium Strategy
- Lettings Policy