

‘Growing together in the spirit of Christ’s love’

All Hallows Catholic High School



Charges and Remissions Policy

Signed by:

Headteacher: Mrs A Cooper

Chair of Governors: Mrs L Kitto

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Review Date: Autumn Term 2027

Charging and Remissions Policy

(ALL HALLOWS CATHOLIC HIGH SCHOOL)

1. Introduction

- 1.1. This policy sets out the school's arrangements for charging for school activities and for remitting charges where appropriate. It has been prepared in accordance with Sections 449–462 of the Education Act 1996 and the Department for Education guidance Charging for School Activities (May 2018).
- 1.2. The Governing Body will review the policy annually (or sooner if legislation changes) and publish it on the school website and in hard copy on request.

2. General Principles

- 2.1. Education during normal school hours is free of charge to pupils.
- 2.2. No pupil will be excluded from an activity because a parent/carer is unwilling or unable to pay.
- 2.3. The school will never make a charge with the intention of making a profit.
- 2.4. Any charge will be the actual cost of providing the activity, divided equally by the number of pupils participating.

3. Definitions

3.1. The following definitions are applied throughout the policy

School Hours	the times when the school is in session, not including the break at midday
School session	a morning or afternoon session
Optional extra	education or activity which is not: - part of the National Curriculum, - part of a syllabus for a prescribed public examination the pupil is being prepared for, - part of religious education.

- 3.2. Where an activity takes place partly during and partly outside school hours, it is deemed to take place during school hours if 50 % or more of the time (including travel) falls in school hours.

4. Activities Provided Without Charge

4.1. The school will make no charge for:

- 4.1.1. Education provided wholly or mainly during school hours, including materials, books, instruments or other equipment.
- 4.1.2. Education provided outside school hours that is part of the National Curriculum, a syllabus for a prescribed public examination for which the pupil is being prepared, or religious education.
- 4.1.3. Transport provided in school hours to carry pupils between the school and another place where education is to be provided.
- 4.1.4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

5. Voluntary Contributions

- 5.1. The school may invite voluntary contributions to support school-time activities.
- 5.2. Where contributions are voluntary; no pupil will be treated differently according to whether their parent/carer contributes.
- 5.3. If insufficient contributions are received and the school cannot fund the activity from another source, the activity may be cancelled.
- 5.4. The school will aim to balance the income and expenditure of each activity. Any surplus generated unintentionally may be retained and used to support future educational visits and activities for pupils

6. Chargeable Activities

- 6.1. The school may recover the full cost of the following, provided the charge does not exceed actual cost:
 - 6.1.1. Optional extras (see Appendix A).
 - 6.1.2. Materials, books, instruments or equipment where the parent wishes the pupil to own them (e.g. a finished product in Design Technology).
 - 6.1.3. Music or vocal tuition where it is provided at the request of the parent and does not form part of the National Curriculum (see Appendix B).
 - 6.1.4. Community facilities hired out under Section 27 Education Act 2002.
 - 6.1.5. Examination fees where:
 - 6.1.5.1. the pupil has not been prepared for the examination at the school; or

6.1.5.2. the pupil fails, without good reason, to meet the requirements of an examination.

7. Residential Visits

- 7.1. Residential visits play an important part in enriching the curriculum and supporting pupils' personal, social and educational development.
- 7.2. No charge will be made for education provided on a residential visit where the education takes place wholly or mainly during school hours, or where the visit forms part of the National Curriculum, religious education, or preparation for a prescribed public examination.
- 7.3. Charges may be made for the cost of board and lodging on residential visits, even where the visit takes place during school hours.
- 7.4. The charge will not exceed the actual cost of each pupil's board and lodging.
- 7.5. Parents/carers who meet the eligibility criteria set out in Section 8 (Remissions) will be entitled to remission of these charges
- 7.6. Where charges are permitted, the school will calculate charges on a cost-recovery basis and will not seek to make a profit from residential visits.
- 7.7. Charges may include accommodation, meals, transport, entrance fees and other costs directly attributable to the visit where permitted by legislation.
- 7.8. The cost of supply teachers required to cover staff accompanying a residential visit will not be included in any charge made to parents/carers

8. Remissions

- 8.1. The school is committed to ensuring that no pupil is disadvantaged from participating in educational visits and activities due to financial hardship.
- 8.2. The school will aim to provide a full remission of charges for board and lodging associated with residential visits for Targeted Pupil Premium pupils, including

pupils whose parents/carers are in receipt of one or more of the following benefits:

- 8.2.1. Universal Credit, where the prescribed eligibility criteria are met.
- 8.2.2. Income Support.
- 8.2.3. Income-based Jobseeker's Allowance (JSA).
- 8.2.4. Income-related Employment and Support Allowance (ESA).
- 8.2.5. Support under Part VI of the Immigration and Asylum Act 1999.
- 8.2.6. The guaranteed element of State Pension Credit.
- 8.2.7. Child Tax Credit, provided the family is not also entitled to Working Tax Credit and has an annual income below the prescribed threshold

8.3. The Headteacher, in exceptional circumstances, may approve additional financial support or remission of charges where this is considered necessary to enable a pupil to participate fully in school activities and educational visits.

8.4. Parents will be informed of the availability of remission when notified of charges for specific activities.

9. Administration

9.1. Parents/carers will be given clear written details of any charge or voluntary contribution.

9.2. All monies collected will be accounted for through the school's normal financial procedures.

9.3. Where a refund occurs due to a trip / activity cancellation, these will be issued promptly.

10. Monitoring and Review

10.1. This policy is approved by the Governing Body (or its delegated committee).

10.2. The Headteacher is responsible for its implementation.

10.3. The policy will be reviewed annually and updated in light of any changes in legislation or Department for Education guidance.

Appendix A: Optional Extras

- a) Charges may be made for activities that are optional extras, for example:
- Education provided outside school time that is not part of the National Curriculum, a syllabus for a prescribed public examination the pupil is being prepared for, or religious education.
 - Examination entry fees if the pupil has not been prepared for the exam at the school.
 - Transport that is not required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education.
 - Board and lodging for a pupil on a residential visit
 - Extended day services (e.g. breakfast club, after-school clubs, supervised homework sessions).
- b) When calculating the cost of optional extras the school may include
- materials, books, instruments or equipment;
 - the cost of buildings and accommodation;
 - non-teaching staff;
 - teaching staff engaged under contracts for services purely to provide the optional extra (including supply teachers engaged for that purpose).
- c) Any charge made will not exceed the actual cost of providing the optional extra, divided equally among the pupils participating.

Appendix B: Music Tuition

a) Under the Charges for Music Tuition (England) Regulations 2007

- Charges may be made for vocal or instrumental tuition provided at the request of a parent/carer, individually or in groups of any size.
- Charges must not exceed the cost of the provision, including staff costs.
- No charge may be made for tuition for any pupil who is looked after by a Local Authority (as defined in section 22(1) of the Children Act 1989).