



## Corpus Christi Catholic School and Pre-School

### Charging & Remissions Policy

*Joyfully, unique in Jesus's family, we learn to use our special gifts to love, serve and make the world a better place.*

| Charging and Remissions Policy |                    |                       |                         |
|--------------------------------|--------------------|-----------------------|-------------------------|
| <b>Approval</b>                | Board of Governors | <b>Chair</b>          | Anna<br>Murphy-Sullivan |
| <b>Headteacher</b>             | Simon Lennon       | <b>Signature</b>      |                         |
| <b>Date of last review</b>     | February 2025      | <b>Date of review</b> | February 2026           |
| <b>Date of next review</b>     | February 2027      | <b>Maintenance</b>    | Finance and Resources   |

## Contents

|                                 |   |
|---------------------------------|---|
| 1. Aims                         | 3 |
| 2. Legislation and guidance     | 3 |
| 3. Definitions                  | 3 |
| 4. Roles and responsibilities   | 3 |
| 5. Where charges cannot be made | 4 |
| 6. Where charges can be made    | 5 |
| 7. Voluntary contributions      | 6 |
| 8. Activities we charge for     | 6 |
| 9. Remissions                   | 6 |
| 10. Monitoring arrangements     | 7 |

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### 1. Aims

Our school 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
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

### 2. Legislation and guidance

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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

### 3. Definitions

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

### 4. Roles and responsibilities

#### 4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, and have delegated this to the Finance & Resource Committee.

The governing board also has overall responsibility for monitoring the implementation of this policy.

#### 4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### **4.3 Staff**

Our 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 the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

#### **4.4 Parents**

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Monitoring the implementation of this policy has been delegated to the F&R Committee

## **5. Where charges cannot be made**

Below we set out what we **cannot** charge for:

### **5.1 Education**

- 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
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

### **5.2 Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### **5.3 Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - Religious education
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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 (including supply teachers engaged specifically to provide the optional extra)
- 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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### 6.3 Music tuition

The school can charge for vocal or instrumental tuition either individually or to groups of pupils, provided it is outside the music curriculum. and is at the request of the pupil's parent - this provision would be provided by peripatetic music teachers. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

The school will charge for music tuition in the following way:

- Instrumental music lessons are provided by visiting instructors and are subject to a fee.
- The Headteacher and School Business Manager in collaboration with the Governing Body reviews and sets the fees, which must be paid in full and in advance by parents.
- The charge is arrived at by calculating the demand for the provision and the fees of the instructor. For example, where an instrument can be effectively taught in a relatively large group (e.g. recorders), the fee will be lower than where a more individual approach (e.g. violin) would be required.
- Fees are not refundable in the case of child absence.
- Parents will also be required to pay an additional sum in certain circumstances, for example;
  1. Purchase or hire of instruments (please seek advice from school before purchasing)
  2. Entrance fees for Associated Board examinations
  3. Music books
  4. Extras such as strings, reeds and rosin

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority
- When extra curricular clubs are run by a teacher employed at the school.

#### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **7. Voluntary contributions**

As an exception to the requirements set out in “Where charges cannot be made” part of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include activities delivered by an external provider.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

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### **8. Activities we charge for**

The school will charge for the following activities:

#### **Books and Equipment**

- Reading and library books are regularly sent home with the children. A charge for replacement will be made if books are lost or damaged. Similarly, if any item of school equipment is maliciously damaged, parents will be expected to contribute to the cost of replacement, either in part or in full.

#### **Our Parent Teacher Association**

Corpus Christi Parent Teacher Association (PTA) exists to strengthen the school community ties and raise funds by organising events and activities for children and parents. The PTA will make charges for certain events, which will pay the expenses involved and, when possible, show a profit which will then be used to purchase items for school.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in April each year. Parents will be informed of the charges for the coming year in July each year.

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **9.1 Remissions for residential visits**

The school will make every effort to ensure inclusivity in all learning activities either in or out of school. This will include the school supporting monetarily the cost of the child's travel, accommodation and activities on residential trips if required. Such parents or carers are encouraged to talk to the Headteacher who may be able to arrange some assistance. Parents or carers on low incomes and in receipt of the relevant benefits may be entitled to a partial remission of charges in instances where parents are asked to contribute towards the cost of a school visit.

Children will be withdrawn from residential trips if the deposit and balance are not paid in full by the due dates notified to parents. In case of difficulty, please do speak in confidence to the Headteacher who may be able to offer support.

Parents who can prove they are in receipt of any of the following benefits may be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

## **10. Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the School Business Manager annually. At every review, the policy will be approved by the Finance & Resource Committee.