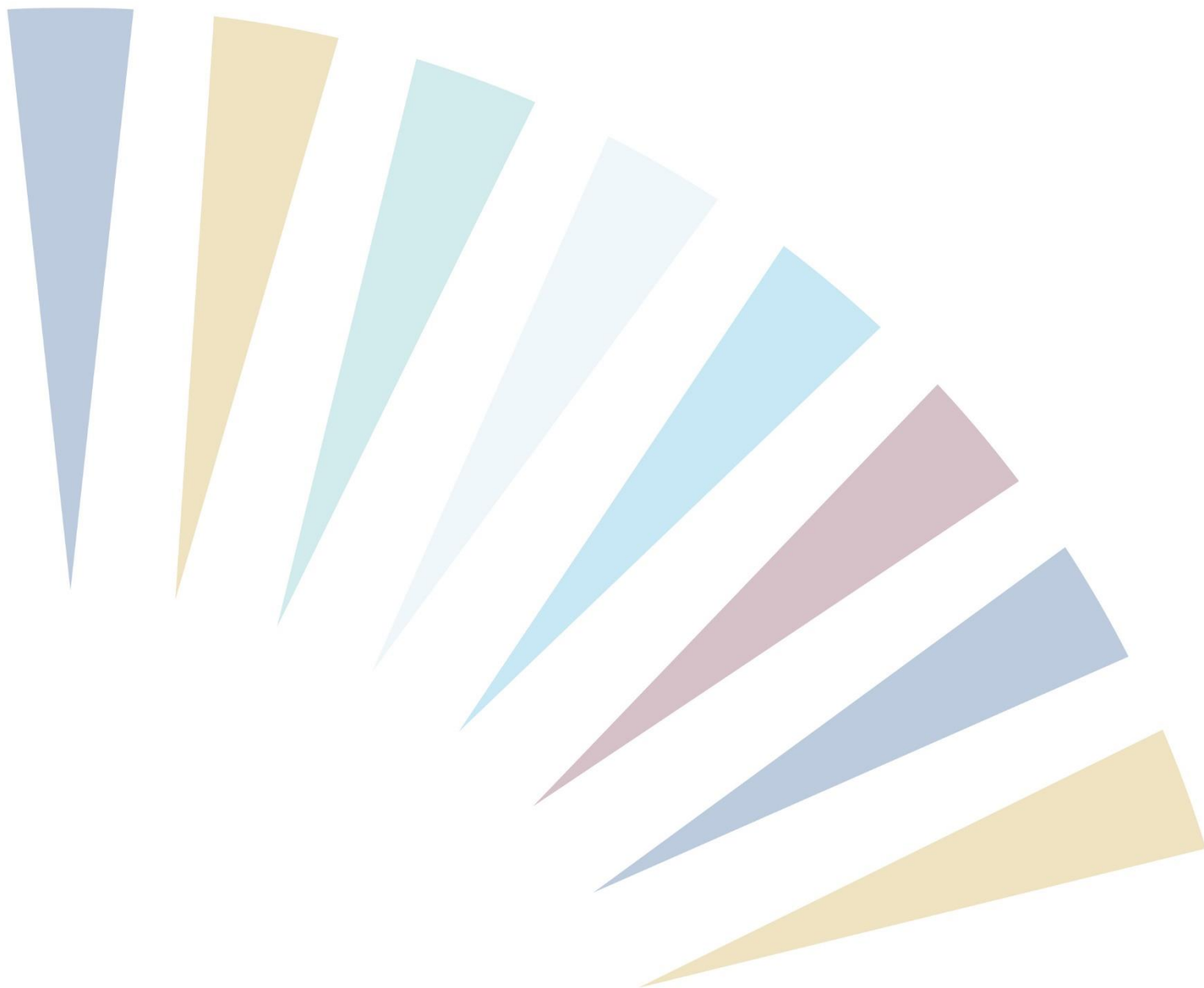


CHARGING AND REMISSIONS POLICY



Document Management	
Title	Charging & Remissions Policy
Date	February 2023
Supersedes	April 2022
Purpose	This policy sets out the arrangements for The Trust and its Academies of its charging and remissions policy
Author	Mike Fowler, SFO
Review	August 2024
Date considered by the Trust	March 2023
Date consulted with unions	n/a
Date adopted by the Trust	March 2023
Date distributed	March 2023

Schools within Corpus Christi Catholic Academy Trust:

- Saint Paul's Catholic High School
- All Saints Catholic College
- St Anthony's Catholic Primary School
- SS John Fisher and Thomas More Catholic Primary School
- St Elizabeth's Catholic Primary School

This policy will be published on the Trust's website in the Governance section

CONTENTS

Section	Page
Purpose of the Policy	4
Charging for Academy activity	4
Public Examinations	4
Remissions	5
Voluntary Contributions	5
Inter Academy/Trust Charging	5

1 **Purpose of the Policy**

- 1.1 This policy sets out the arrangements for the Trust and its Academies to set charges for some services and remitting all or part of those charges, as is required by the Education Act (1996).
- 2 Each Academy's LGB sets the charges and remissions for their activities in accordance with this framework.

3 **Charging for Academy Activities**

- 3.1 The School Business Manager (SBM) is responsible for calculating the cost of activities offered by the Academy.
- 3.2 Academies may not charge for:-
 - a) An admission application
 - b) Education provided during school hours (including the supply of materials and equipment associated with that provision)
 - c) Education provided outside school hours provided it is part of the curriculum or syllabus for a prescribed public examination, or part of religious education.
 - d) Instrumental or vocal tuition unless the tuition is provided at the request of the parent.
 - e) Examination entry and re-sits if the pupil has been prepared for it at school.
- 3.3 Academies *may* charge for:-
 - a) Extra materials, books, instruments, or equipment where the parent wishes the pupil to own them.
 - b) Other option extras that are not part of the national curriculum or religious education.
- 3.4 Charges **must** not exceed the cost of the optional extra, and may include an appropriate element for:-
 - a) Pupil travel costs
 - b) Pupil board and lodging costs
 - c) Materials, books, instruments or other equipment
 - d) Non-teaching staff costs
 - e) Entrance fees to museums, castles, theatres
 - f) Insurance costs
 - g) Teaching staff costs where they are engaged specifically for the purpose of providing the activity.
- 3.5 The cost of an optional extra should be determined on the basis of the actual cost to each individual participating in the activity. The charge shall be payable by the parent of the pupil and participation in the activity must be subject to parental agreement.

4 Public Examinations

- 4.1 The Act prohibits charging for prescribed public examinations for which registered pupils are prepared at school, where a pupil is entered for a prescribed public examination for which he/she has not been prepared by the school (eg where a pupil has received private tuition for the examination or where an examination re-sit is undertaken without further preparation since the occasion of the first examination entry) the cost of the examination entry shall be passed on to the parents.
- 4.2 A charge may be made for the entry fee if a pupil, with his/her parent's agreement, is entered for a non-prescribed public examination.
- 4.3 If a pupil without good reason to complete the examination requirements for any public examination (prescribed or otherwise) for which an entry fee has been paid or is liable to be paid, the fee may be recovered from the parent. Failure to complete the examination requirements might include failure to complete course work and/or failure to sit the final examination(s).
- 4.4 Where a parent asks for the examination results to be re-scrutinised, the charge made by the examining body for this service will be passed on to the parent.

5 Remissions

- 5.1 The Act requires that pupils whose parents are in receipt of income support or family credit may not be charged for board and lodging for participation in a residential visit which forms part of the curriculum for a prescribed public examination or is provided specifically to fulfil statutory duties under the national curriculum. In respect of other optional extra activities, governing bodies should give consideration to the use of funds at their disposal, in accordance with the powers vested in them by Section 109 of the Act, to subsidise the activity and remit charges in full or in part to pupils participating whose parents are in receipt of income support.

6 Voluntary Contributions

- 6.1 The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of any school or in support of any school activity.
- 6.2 In making a request or invitation for voluntary contributions it **must** be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently according to whether or not their parents have made any voluntary contribution.

7 Inter Academy/Trust Charging

- 7.1 Services provided by the Trust to the Academies, and vice versa, and by Academies to one another, may charge for those services. These are charged on a full cost recovery basis plus a standard fee of £25 per invoice to cover the administration charge.
- 7.2 The SBM is responsible for calculating the full cost recovery and agreeing it with the other Academy or Trust. In the event of any dispute the SFO will decide what the rechargeable amount is.
- 7.3 Wherever possible the full cost of services to be recharged should be agreed prior to the service being provided.