

# THE NEWMAN CATHOLIC COLLEGIATE



## CHARGING AND REMISSIONS POLICY

Version 10 – 02.12.2024

## Contents

### Contents

<b>CHARGING AND REMISSIONS POLICY</b> .....	1
<b>Aim</b> .....	1
<b>Definitions</b> .....	1
<b>Responsibilities</b> .....	1
<b>Charging</b> .....	2
<b>Residential trips</b> .....	2
<b>Education partly during school hours</b> .....	2
<b>Academy Meals</b> .....	3
<b>Materials, Ingredients &amp; Textbooks</b> .....	3
<b>Music Tuition</b> .....	3
<b>Swimming</b> .....	3
<b>Uniform</b> .....	3
<b>Exams</b> .....	3
<b>Charging for Optional Activities</b> .....	4
<b>Activities Arranged by Third Parties</b> .....	4
<b>Charging for Transport during Academy Hours</b> .....	4
<b>Charging for Damaged or Lost Items</b> .....	5
<b>Voluntary Contributions</b> .....	5
<b>Lettings</b> .....	5
<b>Refund for extra – curricular school activities or trips</b> .....	5
<b>Remissions</b> .....	5

### Document Control

Date	Revision/Amendment Details & Reason	Author

# Charging and Remissions Policy

## Aim

This charging policy has been compiled in line with DfE requirements and in accordance with the Education Act, 1996 and applies to all academies within the Newman Catholic Collegiate.

The aim of this policy is to set out what charges will be levied for academy activities, external lettings and extended provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Any exceptions for the individual academies are listed in separate appendices at the back of this policy.

The Board of Directors recognise the valuable contribution that a wide range of activities, including academy visits, clubs and residential experiences, can make towards all aspects of pupils' education.

## Definitions

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

## Responsibilities

### The Board of Directors

The Board of Directors are responsible for determining the content of the policy and the principal for implementation. Any determinations with respect to individual parents will be considered by the principal who will inform the chair of the Academy Committee. The Board of Directors are required by law to draw up a charges and remission policy and this should be made available to parents/guardians.

Schools must ensure that they inform parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.

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

The Board of Directors of the academy recognise that the legislation prohibits charges for the following:

- 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 pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school 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 school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- transport provided in connection with an educational trip

## **Principals**

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

## **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

## **Parents**

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

## **Charging**

- Charging is permitted for education provided out of academy hours, unless it is within the requirements of the National Curriculum or to fulfil statutory duties relating to religious education when only charges for lodging, board or residential trips can be made.
- Charges must be remitted for board and lodgings to students whose parents receive family credit or income support, if the activity takes place during academy hours or is covered by the criteria relating to national curriculum or religious provision.
- The Board can choose to remit charges in whole or part.
- Voluntary contributions may be requested for any activity provided it is clear that there is no obligation to contribute, and that there will be no differentiations between those pupils who contribute and those who do not.
- Under certain circumstances a third party may charge parents direct for activities organised in academy hours.

## **Residential trips**

Parents will be notified in advance of any such activities which the academy proposes to organise and the estimated cost. Parental consent must be obtained for these activities.

- Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and academy administrative costs.
- Academy trips are funded through parents paying online or via cheque or cash to the finance office or reception.

The Board of Directors can remit any charges for board and lodging for pupils whose parents are in receipt of family credit or income support where the activity takes place in academy hours, or if it is out of hours relating to the National Curriculum or religious education.

Any other remission arrangements for particular activities or pupils will be at the discretion of the academy committee and principal.

## **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside of school hours if it is not part of the national curriculum, not part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

### **Academy Meals**

The price to be charged for Academy meals will be published by each Academy and is subject to annual review by the Board of Directors.

### **Materials, Ingredients & Textbooks**

- Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the academy provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- If a pupil loses or defaces their textbook a charge may be levied to cover the cost of replacement.

### **Music Tuition**

- Parental agreement must be obtained before students are given tuition outside the curriculum.
- Tuition may not be charged for whether or not the tuition takes place within academy time if the activity is provided to fulfil the requirements of:
  1. The National Curriculum
  2. Provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
  3. Statutory duties relating to religious education
  4. For a looked after pupil.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. Where possible tuition should be paid for by standing order over 11 months. However, there may be times where the standing order payments may vary depending on when a student signs up to the lessons.

### **Swimming**

The Primary Academies within the collegiate organise swimming lessons for pupils. The lessons take place in school time and are part of the National Curriculum. The collegiate make no charge for this activity and parents are informed when these take place.

### **Uniform**

Uniform is sold at the academy or from the School Uniform shop. All uniform sold at the academy is sold at cost to parents. The academy will ensure arrangements are in place for parents to acquire second-hand uniform for a nominal fee. This information will be clearly stated on the academy website.

### **Exams**

GCSE students who are near to grade boundaries will be identified and may be funded by the school for an enquiry about their result. If this is the case students will be written to early in September to obtain permission. Students not written to can still request a review by completing a Post Results Services Form and returning this to the Exams Officer with relevant payment before the deadline. Candidates whose results increase in grade will have the fee refunded.

A charge will be incurred for a re-sit of an AS level or A level exam. This charge will be at cost and in line with the examination board charges.

Where a child is taken out of school for a family holiday despite knowing the exam period, a charge for the exam entry will be incurred.

### **Nursery Charges**

Each primary academy within the collegiate has a nursery and charges on an individual basis. Please refer to each academy's website for information on nursery charges.

## **Charging for Optional Activities**

Activities held outside academy hours – these will sometimes include day and residential experiences. Charges may be made for these activities except where they are provided to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras. (Board and Lodging charges will be applied in accordance with any remission arrangements).

Parents will be notified in advance of any 'optional extras' which the academy proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

The activity charges will depend on the type of activity and its cost. The charge will not exceed the actual cost of providing the activity and will be divided equally between the numbers of pupils participating. It can include a subsidy for those parents who cannot pay the charge. The charge may include the following elements;

- Travel costs
- Board and lodging costs
- Materials/equipment
- Entrance fees e.g. theatres
- Breakfast/Nursery club
- Snacks at break-time
- After school club
- Minibus Hire
- Taxi Hire
- Visitors delivering workshops to the pupils

Costs of staff can only be included if they are employed by the Board of Directors specifically for this activity or they are staff already employed by the Board of Directors and have been given a separate contract for this activity.

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 remission arrangements will be at the discretion of the Academy Committee.

## **Activities Arranged by Third Parties**

Any activities arranged by a third party can be charged for e.g. sports club. Where visits fall into this category, a charge will be applied. It is the collegiate policy that no child be excluded on financial grounds, and this will continue with remission arrangements.

## **Charging for Transport during Academy Hours**

Schools cannot charge for:

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

## **Charging for Damaged or Lost Items**

The academy may charge parents for the cost to replace items broken, damaged or lost if it is due to student behaviour. Approval from the Academy Committee must be sought.

In the event of persistent bad student behaviour resulting in further damage to academy property and significant cost this must be referred to the Board of Directors.

## **Voluntary Contributions**

Parents can make voluntary contributions for the benefit of the academy or in support of any academy activity, whether during or outside academy hours. Any contributions sought will be entirely voluntary and pupils will be treated equally regardless of whether their parents contribute.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it must be cancelled. Schools must ensure they make this clear to parents.

The costs of any optional extra undertaken by any pupil whose parents/person with responsibility are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

## **Lettings**

Prices for charging will be reviewed annually by the CFO/COO and approved by the Academy Committee. The Resources and Services subcommittee will review these charges every year in line with any benchmarking activity. Charges should take account of a caretaker fee and a proportion of energy costs and water where shower facilities are provided.

Not all academies within the Newman Catholic Collegiate let out their premises, for individual charges please refer to the academies website or contact the academy directly. Any Academy that does let out their facilities will have a Lettings policy in place and an agreement of hire between the Academy and individual or group hiring the facilities.

## **Refund for extra – curricular school activities or trips**

Refunds for extra-curricular school activities or trips will only be given at the discretion of the Principal or when the total trip/activity has been cancelled by the academy or organiser, less any non-refundable deposits. The organiser of the trip/activity will advise parents/guardians if any deposits taken will be non-refundable when advising of the total estimated cost of the trip/activity.

## **Remissions**

The Principal and Academy Committee may remit in full or part charges in respect of a pupil, if they feel it is reasonable to do so.

The Principal and Academy Committee may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Evidence must be available to the Board of Directors on request to show clear reasons and discussions around these decisions.

This policy will be reviewed by the Directors in December 2026.