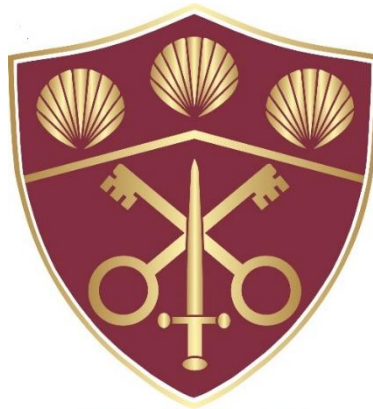


*Ad Gloriam Dei et Servitium Omnium*

## **CHARGING AND REMISSIONS POLICY**

**The Palmer Catholic Academy**

# MISSION STATEMENT



*Ad Gloriam Dei et Servitium Omnium*

The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.



## **Policy Review**

This policy was reviewed and adopted by the Local Governing Body

Signature of Headteacher: .....

Signature of Chair of Governors: .....

This policy is due for review in February 2026

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## 1. Aims

Our academy 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students 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 to 462 which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

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

This policy complies with our funding agreement and articles of association.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable
- **Parents/carers:** all those having parental responsibility for a child

## 4. Roles and Responsibilities

### 4.1 The governing body

Responsibility for approving the charging and remissions policy has been delegated to the Governing Body.

### 4.2 Headteachers

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

Staff are responsible for:

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

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

#### **4.4 Parents/carers**

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

### **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
  - A syllabus for a prescribed public examination that the student is being prepared for at the academy
  - 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/carer
- Entry for a prescribed public examination if the student has been prepared for it at the academy
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy

#### **5.2 Transport**

- Transporting registered students to or from the academy premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body or LA has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the academy
- 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
    - A syllabus for a prescribed public examination that the student is being prepared for at the academy
    - Religious education
- Supply teachers, covering for teachers who are absent from the academy, accompanying students on a residential visit

## 6. Where charges can be made

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

### 6.1 Education

The basic principle underlying this provision is that any form of education provided during the school day must be free of charge subject to the exemptions below:

- Charging in kind: The academy may charge for the supply of materials, e.g. in D&T if parents/carers have indicated in advance their willingness to own the finished product.
- Any materials, books, instruments or equipment, where the child's parents/carers wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.4)
- Academy facilities / Lettings
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy **and** the student fails, without good reason, to meet any examination requirement for a syllabus

### 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
  - A syllabus for a prescribed public examination that the student is being prepared for at the academy
  - Religious education
- Examination entry fee(s) (see section 6.3)
- Transport (other than transport that is required to take the student to school or to other premises where the LA or governing board has 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 (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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents/carers 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 students who do not wish to participate.

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

### **6.3 Examination entry fee(s)**

The Governing Body will pay the costs for entering each student for their initial public examinations at GCSE, AS and A2 levels. However, parents/carers will be asked to pay the costs of entry in the following circumstances:

- a) Where a parent/carer requests that part (e.g. an individual module or paper) or a whole exam is retaken.
- b) Where a parent/carer requests a student to be entered for an exam for which the student has not been prepared by the academy.
- c) Where a parent/carer requests an examinations script to be remarked and/or reviewed.
- d) Where a student fails, without good reason, to complete the examination requirements. Failure to complete coursework requirements and/or failure to set final examination paper.

The costs for re-sit examination must be paid for in full before examination boards are notified.

### **6.4 Music tuition**

The academy 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/carer.

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
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student who is looked after by a local authority

### **6.5 Residential visits**

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

## **6.6 Breakages and fines**

The Governors wish parents/carers and students to know that they may require parents/carers to pay the full cost of replacing broken windows or defaced, damaged or lost equipment, including text books.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the academy may ask parents/carers for voluntary contributions include:

- to support academy activities which by tradition have taken place partly or wholly during the school day, e.g. Renewal days at Walsingham House, Theatre, Museum and other educational visits of a similar nature.

If the academy is unable to raise enough funds for an activity or visit then it will be cancelled.

- Refurbished and new building facilities

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**

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

The academy will charge for the following activities:

- Breakfast club
- After-school and sports clubs

For regular activities, the charges for each activity will be determined by the governing body and reviewed in each year. Parents/carers will be informed of the charges for the coming year in each year.

## **9. Remissions**

In some circumstances, the academy 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 head teacher and will depend on the activity in question.

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

Where the parents/carers of a student are in receipt of qualifying state benefit(s) the Governing Body will remit in full the cost of board and lodging for residential trips that form part of the students' GCSE, AS or A2 Examination Course. The cost of materials and activities outside school hours will be remitted in full.



The academy may remit charges in full or part to other parents/carers after considering other specific hardship cases. The Governing Body invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

The Governors may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.

Where the parents/carers of a student are in receipt of qualifying state benefit(s) the Governing Body will remit 50% on residential trips and 50% on non-residential trips.

## **9.2 Music tuition**

Where students are in receipt of free school meals, Governing Body will remit 50% for music tuition.

## **10. Monitoring arrangements**

The Head of Business Operations monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head of Business Operations every year.

At every review, the policy will be approved by the Governing Body.