

**Blessed Holy Family  
Catholic Academy Trust**



**Charges & Remissions Policy**

**‘Christ at our centre,  
inspiring our pursuit of excellence’**

***July 2024***

## CONTEXT

The Blessed Holy Family Catholic Academy Trust is committed to the development of the whole person as a key part of our Catholic mission. We believe that all are of equal worth, created in Christ's image. Our actions are governed by our living testament to the Gospel values of justice, fairness, respect and equality. We place high value on the importance of a broad and balanced curriculum which excites, engages and enthuses learning across all of the schools that make up the Trust. We recognise the importance of activities and educational visits in enriching the curriculum. We wish to ensure that no pupil will be disadvantaged in relation to others.

This policy applies to all members of the Blessed Holy Family Catholic Academy Trust:

- St. George's Roman Catholic Primary School
- St. John Fisher Roman Catholic Primary School
- St. Joseph's Roman Catholic Primary School
- The Sacred Heart Language College

**Policy Ratified by Trust Board:** 30<sup>th</sup> June 2022 **(Date)**

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**Signed:** 

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**Date of next review:** June 2023

**Policy Reviewed by Trust Board:** 6<sup>th</sup> July 2023

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**Signed:** 

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**Date of next review:** Summer 2024

**Policy Reviewed by Trust Board:** 4<sup>th</sup> July 2023

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**Signed:** 

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**Date of next review:** Summer 2025

## **Commitment to equality:**

**We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.**

## **Introduction**

The Trust and all of our schools wish to ensure that pupils have access to a free, high quality education. We fully subscribe to the principle embodied in law, that no charge should be made for activities which are a normal part of the school timetable. This covers all aspects of the curriculum, including materials, equipment and transport to take pupils between the school and an activity (e.g. sports grounds). All visits are correctly planned, managed and conducted in line with this policy.

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 of which set out the law on charging for school activities in England. It also takes into consideration guidance from the DfE on statutory policies for schools and academy trusts.

## **2. Responsibilities**

The Local Governing Body and Headteacher of each school will ensure that staff are familiar with and correctly apply this policy. When planning activities that incur costs to the school and or charges to those with parental responsibility, the principles of 'best value' will be observed by members of staff.

The Trust Board will review the policy annually.

## **3. Charging and voluntary contributions**

### a) Activities provided free of charge

- All education offered during the school day including the supply of books and materials.
- Activities that are a necessary part of the National Curriculum and Religious Education and which form a necessary part of any approved examination approved examination syllabus, including transport.
- Any residential visits taking place during the school day that are an essential part of the national curriculum and religious education.
- Entry to any public examination of the pupil has been prepared for it at a Trust school.
- No charge will be made in relation to any part of the admissions applications process.

### b) Charges will be made for activities that are known as 'optional extras'. This includes:

Education provided outside of school time that is not part of the national curriculum, religious education or any public examination.

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Music and vocal tuition
- Certain early years provision
- Community facilities

- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.
- 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)

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.

#### c) Voluntary Contributions

Many activities that enrich the life of the school and the development of pupils cannot take place unless fully or partially funded. The Trust reserve the right to ask for voluntary contributions from those with parental responsibility:

- where activities during the school day entail additional costs. e.g. visiting theatre groups or artists who wish to make a charge
- off site activities such as school trips or visits
- where the larger part of the activity falls outside the school day charges may be made at the discretion of members of staff organising the activity
- materials or items which are for the individual use of a pupil or where a finished product will lie in the ownership of the pupil

Activities funded by voluntary contributions rely on parents and carers contributions. If there are not enough voluntary contributions received, then the activity will be cancelled.

### **4. Support with Charges**

Charges for board and lodging are waived for those with parental responsibility who are eligible for Free School Meals. Where a voluntary contribution is requested for an educational visit or activity, those with parental responsibility who are not eligible for Free School Meals may request support. Request for support should be put in writing to the Headteacher or their nominated lead for the event.

### **5. Damage to School Property**

Those with parental responsibility will be asked to pay for any damage to any form of school property including ICT equipment and assets, resulting from a pupil's misbehaviour or negligence.

### **6. Monitoring arrangements**

The Headteacher of each school will nominate a member of staff to monitor charges and remissions as outlined in this policy.

This policy will be reviewed on an annual basis by the Blessed Holy Family Catholic Academy Trust Board.