



The Rosary Trust

A Catholic Education Trust

Charging and Remissions Policy

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1. Purpose

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

The Rosary Trust and its Local Governing Bodies are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

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 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

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

4. Roles and Responsibilities

4.1 The Trust / Local Governing Bodies

The Trust has overall responsibility for approving the charging and remissions policy.

Monitoring the implementation of this policy has been delegated to the local governing bodies.

4.2 Head Teachers

The head teacher 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 head teacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school 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 head teacher of any concerns or queries regarding the charging and remissions policy.

The Head teacher, staff and governors will ensure that the following applies:

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 pupil is being prepared for at the school
 - 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school. If a student fails, without good reason, to meet any examination requirement for a syllabus, a charge will be made.

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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for 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/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early year 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.

6.2 Optional extras (Enrichment)

Enrichment activities which may be charged for are regarded as 'Optional extras. These activities do not form part of the National Curriculum, or part of a syllabus for a prescribed public examination, or part of the school's basic curriculum for religious education.

Charges will not exceed the actual cost of provision.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

6.4 Residential visits

Costs may be charged to cover the full cost of the trip, including board and lodging. Charges must not exceed the actual cost.

7. Voluntary contributions

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

- Class trips
- Visitors to work with a class/school
- Swimming lessons
- Materials eg: DT where the pupil wishes to keep the product and take it home

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.

The Rosary Trust and Local Governing Bodies recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- establish a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against students from families on lower incomes and we will avoid that method of selection.

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

8. Activities we charge for

The schools will charge for:

- Breakfast clubs
- After school clubs
- Sports clubs

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 each Local Governing Board and will depend on the activity in question.

Families Qualifying for Remission or Help with Charges

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a subsidised charge at the discretion of the Head Teacher. Criteria for remission is based on those that qualify for Pupil Premium. The amount of remuneration will be in line with the Pupil Premium policy.

10. Monitoring arrangements

Each Local Governing Body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.