




Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

School Charging and Remissions Policy

Signed by the Chair	
First Date Approved by Local Governing Committee	November 2023
Statutory Policy	Yes
Required on Website	Yes
Review Period	Annual
Reviewed by	Local Governing Committee
Review Date	November 2025
Next Review Date	November 2026

1. Roles and Responsibilities

The School Operations Manager will take responsibility for the implementation of this policy and provision and on an operational basis, also for management, responsibility and evaluation of this policy. Any determination with respect to individual parents/carers will be considered jointly by the Head Teacher and the Governing Body.

2. Suggested Audience

All administration, teaching and support staff and parents/carers. As part of their induction and professional development, these members of staff will participate in training which will enable them to competently use the procedures and principles defined in this policy.

3. School Aims

At St Leonard's we: -

- Pursue excellence in all and for all;
- Take Christ as the model for life;
- Strive to create community.

4. Policy Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

5. Activities for which charges cannot be made

The Governing Body recognises that 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 and only if, it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- tuition for pupil learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sits and at the discretion of the Head Teacher;
- education provided on any trip that takes place during school hours that is part of the National Curriculum or an examination course or re-marks requested by parents;

- 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 religious education;
- supply teachers to cover those teachers who are absent from the school accompanying students on National Curriculum or examination courses;
- transporting pupils to or from the school premises, where in the past, the local education authority has had a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or in the past, the local education 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.

6. Activities for which charges may be made

The Governing Body and Head Teacher will consider asking parents/carers to meet the costs of the activities detailed below. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each student. Lessons/activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.

Activity	Note
Board and lodging on residential trips	Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place
The proportionate costs for any pupil on activities wholly or mainly outside school hours ('Optional extras') to meet the costs of: (a) travel (b) materials and equipment (c) non-teaching staff costs (d) entrance fees (e) insurance costs	
Vocal and musical instrumental tuition	Charges to cover additional costs incurred by the school, beyond any element covered by public funding
Re-sits for public examinations where a pupil/student has chosen to re-sit the examination	
Examination fees where a pupil/student fails without good reason to sit an exam	After consultation with parents/carers
Any other education, transport or examinations where no further preparation has been provided by the school.	

Any other education, transport or examinations fee unless charges are specifically prohibited	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Any extended school activity	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Materials	Parents/ carers may be asked to make contributions towards the cost of ingredients and materials for products made by their children during the school day should they wish to own the finished product

The school will make every effort to ensure that all information clearly defines costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

7. Remissions

7.1 As far as its resources allow, the School will support pupils and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision, where a voluntary parental contribution may be necessary, for any activity to be financially viable. This applies particularly to those pupils whose families are in eligible for free school meals. While each case for support will be reviewed sympathetically, and in full confidence, the school itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its pupils.

7.2 Pupils whose parents/carers are in receipt of the statutory free school meal entitlement may also be entitled to apply to the school for some remission of charges for board and lodging costs during residential school trips, up to a maximum of £100 per academic year.

7.3 All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers who are experiencing any financial hardship to contact the school in confidence if they would like their child/children to participate, giving details of the relevant benefit, so if necessary the school can confirm this.

8. Voluntary Contributions

8.1 The Head Teacher may ask parents/carers for a voluntary contribution to support school activities.

8.2 The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers:

- that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay;

- that the students at the school will not be treated differently whether or not their parents/carers have made any contribution in response to the request.
- that the activity may not take place if insufficient contributions are made.

8.3 The responsibility for determining the level of voluntary contribution will be delegated to the School's Operations Manager under the direction of the Head Teacher.

9. Lettings

9.1 The School will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities.

9.2 Full details are available in the School's Lettings Policy.

9.3 All potential school users will be made aware on application that they will be expected to use the school in accordance with the school's ethos and character as well as ensuring the appropriate arrangements are in place to keep children safe.

10. Other charges

The Head Teacher, or the Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

11. School Meals

The BWCET Trust will determine and publish annually the price to be charged for school meals.

12. Monitoring and Review

The School Operations Manager is responsible for monitoring all aspects of this policy. An annual written report will be made to the Governing Body, giving precise figures around charges and parental/carer contributions.