



# Charging and Remissions Policy

This policy has been approved and adopted by the Christus Catholic Trust across all their academies and it will apply to all staff within the Trust.

Presented to Audit and Risk Committee	24 <sup>th</sup> November 2022
Signature of Board of Trustees	Bertrand Emecheta
Name of Chair of Trustees	Bertrand Emecheta
Next Review Date	November 2023

*The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.*

## **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.

Christus Catholic Trust Schools, Local Governing Committees and Trust Board are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

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

### **Activities Where No Charge Will Be Applied**

- 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 student is being prepared for at the school, or part of the school's basic curriculum for religious education
- tuition for students learning to play musical instruments (or singing) 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, including examination resit(s), if the student 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
- education provided on any trip that takes place during school hours 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 the school's basic curriculum for religious education
- 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 student 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 students on a residential trip

### **Activities Where Charges May Be Applied**

#### **Trips and visits**

Costs may be charged to cover the full cost of non-residential trips and visits.

#### **Residential trips and visits**

Costs may be charged to cover the full cost of the trip, including board and lodging. However, if the trip is a compulsory part of the syllabus for a public examination, parents in receipt of certain benefits (see point 4 below) will be informed that full remission will be provided by the school.

When a trip is offered to more students than places available, parents will be notified of the policy for allocating places.

### **Music tuition**

Music tuition for individuals or groups of students, provided that the tuition is provided at the request of the pupil's parent

### **Enrichment Activities**

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.

### **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 Headteacher. This remissions policy sets out the circumstances in which charges will be waived. Criteria for remission is based on those that qualify for the Pupil Premium. The amount of remuneration will be in line with the Pupil Premium policy.

### **Additional Considerations**

The Local Governing Committee recognises its 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:

- we have established 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.

### **Surpluses and Deficits**

Christus Catholic Trust does not aim to make a surplus from any funded trip. However, sometimes actual costs are lower or higher than estimates used to set charges. Where surpluses for an individual activity are within £500, the academy will apply these amounts to offset small deficits incurred on other chargeable activities. This avoids seeking small additional amounts for underfunded activities. These amounts will not be used to fund remissions or subsidised places for eligible students supported by the school.

Where an activity generates a surplus in excess of £500 due to costs falling below estimates, then the school will offer a refund to parents. Parents may waive their right to individual refunds, or otherwise donate the amount to the Parent associate of their child's school. Where an activity is subject to significant change, the costs will be recast, and this will be communicated to parents with a new charge profile. If fees collected to date therefore exceed total cost, the excess will be offered to parents.

Parents may request a refund of all excess amounts for activities attended by their child/children. The academy reserves the right to offset deficits on activities those children have also attended.

### **Arrangements for Monitoring and Evaluation**

The Finance Working Party of the Local Governing Committee of Christus Catholic Trust schools 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.