

St Francis of Assisi Catholic College

‘Nil satis optimum’



Charging and remissions policy

Approved by:	Ful Governing Board	Date: September 2025
Last reviewed on:	September 2024	
Next review due by:	September 2026	

Aims

St Francis of Assisi 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 pupils from taking full advantage of these opportunities

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.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy sits with the Full Governing Board.

Monitoring the implementation of this policy sits with the Full Governing Board.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

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

Parents/carers

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

GUIDELINES ON CHARGES – Education

The Governing Body WILL NOT charge for the following:

- An admission application to St Francis of Assisi Catholic College
- 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 pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils 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 pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, please see the section below for exceptions to this rule.

The Governing Body WILL charge for:

- Any materials, books, instruments or equipment which the child's parents wish their children to own. This would include, for example, ingredients for dishes prepared in food technology, or articles in technology where the pupils do not provide their own ingredients and/or materials for the finished products and revision guides.
- Optional extras (see below).
- Music and vocal tuition. A charge is made for instrumental and vocal tuition taking place individually or in groups of up to four pupils (see below).

Optional extras include:

- Education provided outside of school time that is not:
 - o Part of the National Curriculum;
 - o Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - o Part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Examination entry fee(s) will be charged for:
 - o any student who in the Headteacher's judgement has not prepared themselves adequately by effort, attendance (85% and below in Sixth Form) or study
 - o any pupil who without adequate reason does not sit an examination for which they have been entered:

- o failure by a student to turn up on time for an examination
- o any student who by breach of examination regulations is disqualified from the examination
- o any re-sits at the request of the student and/or the parent
- o requests by the student and/or the parents for the original examination papers.
- o requests that a result in a public examination being challenged.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education); and
- Except in the case of activities that fulfil any requirement of the National Curriculum, the cost of activities that take place wholly or mainly outside normal school hours must be met in full by parents.

In calculating the cost of the optional extras the school will not charge more than the actual cost of the activity divided by the number of pupils taking part. Each activity is expected to break even financially.

If any parent has an outstanding debt on any trip, this debt must be paid in full before the pupil can attend any further optional extra activities.

VOLUNTARY CONTRIBUTIONS

The governing body will make it clear to parents from the outset if the activity cannot be funded without voluntary contributions. All requests to parents for voluntary contributions will make it clear that the contributions are voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against. If the budget or parental contributions are insufficient then the activity will be cancelled.

RESIDENTIAL VISITS

A charge for 'board and lodgings' is made for all residential activities, although the charge will not exceed the actual cost. This charge is reduced for parents whose children qualify as pupil premium (See Appendix 1).

MUSIC TUITION

Music tuition is an exception to the rule of law that states all education provided during school hours must be free.

Charges will be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The charges will not exceed the actual cost to St Francis of Assisi Catholic College of providing this service. This would mean the cost of the specialist instrumental teacher divided by the number of pupils being taught. The Headteacher may, at their discretion, apply a remission for those pupils in receipt of free school meals.

DAMAGE OR BREAKAGE

Where, as a result of a pupil's unsatisfactory behaviour, damage to school equipment, materials or property occurs, a charge is levied to enable the damage or breakage to be made good.

SCHOOL MINIBUS

The school may loan the minibus to other educational establishments and similar 'not for profit' organisations. At the discretion of the Headteacher a voluntary contribution may be requested in such circumstances. In any event the group concerned would be required to indemnify the school for any loss or damage to the vehicle (including any insurance policy excess) occurring whilst the vehicle is in their control.

CHARGES FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT

The school will not charge for the inspection of records allowed under the Freedom of Information Act. However, where a request is made for a hard copy of the information to be provided, a charge of five pence per A4 sheet will be made to cover photocopying costs. If applicable, postage will be charged at standard Royal Mail rates.

10. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher and FGB annually.

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

APPENDIX 1

Parents who can prove they are in receipt of the following benefits will be entitled to a reduction in the cost of board and lodging for residential visits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit