



ST TERESA
of **CALCUTTA**
Catholic Academy Trust

CHARGING AND REMISSIONS POLICY

Policy Control Summary

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5	Accountable SLG member	CFO	
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		School Website	☐ Y ☒ N
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12	Related documents (if applicable)		
13	Applies to	☒ All Staff ☐ Support Staff ☐ Teaching Staff	
14	Consulted on with relevant stakeholders (Union, legal, staff)	☐ Y ☒ N	

Summary of Changes

Date	Version	Action	Summary of Changes
08/10/2025	1.2	Minor Amendments	Rewording and further detail provided on the below sections 1.3 - Wording added to ensure trust support for low income families. 2.3 - Wording added regarding charges for hiring school premises. 10.3 - Wording added regarding musical instrument use.

			17.0 - Updated in line with academy trust handbook regarding income generation.
08/10/2025	1.2	Incorporated new Guidance based on updated Legislation	Section 3.2 has been added to reflect updated legislation.
08/10/2025	1.2	New Section	Section 7.0 added to reflect policy guidance regarding school uniforms Section 8.0 added to reflect policy guidance on Loss or Damage to property.

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1.0 Policy Statement

- 1.1 The Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by the offering of school trips, activities and educational extras.
- 1.2 In addition, the Trust is committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE. The Trust will
- Not charge for education provided during school hours
 - Inform parents on low incomes, and in receipt of relevant benefits, of the support available to them when asking for contributions
- 1.3 The trust will ensure that opportunities will be offered to pupils without placing unnecessary burden on their family's finances.

2.0 Scope and Purpose

- 2.1 The policy explains the Trust's legal and moral obligation to provide a free education to all children and to ensure all provision is fully inclusive. It is our mission to challenge social and educational disadvantage and this policy supports this.
- 2.2 The policy explains all types of charges that a child and or parent may incur and how Trust schools support families who may encounter financial difficulties. The legal framework and statutory guidance that underpins this policy is:
- Education Act 1996
 - Children Act 1989
 - The Charges for Music Tuition (England) Regulations 2007
 - The Education (Prescribed Public Examinations) (England) Regulations 2010
 - Freedom of Information Act 2000
 - DfE 'Charging for School Activities'
 - DfE 'Governance Handbook'
 - ESFA Academies Financial Handbook
 - Trust Funding Agreement (see Trust website)
 - ESFA (2022) 'Academy Trust Handbook 2022'
 - Other associated Trust policies such as the Finance policy
- 2.3 This Policy does not apply to charges for hiring schools premises or to charges determined by third party organisations who charge for activities on school premises.

3.0 Charging for Education

3.1 We will not charge parents / carers for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education)

- Instrumental or vocal tuition (unless provided at the request of the pupil's parents / carer through our peripatetic service)
- Entry for a prescribed public examination (if the pupil has been prepared for it at the school).

3.2 Legal and Regulatory Framework

- 3.2.1 The Education Act 1996, sections 449 to 462, which sets out the law on charging for school activities in schools maintained by local authorities in England. The Trust is required, per its funding agreements, to comply with this law.
- 3.2.2. The School Admissions Code which prohibits requests for financial contributions as any part of the admissions process.
- 3.2.3 The Charges for Music Tuition (England) Regulations 2007 which sets out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.
- 3.2.4 The Department for Education's Guidance: Charging for school activities (May 2018).
- 3.2.5 The Department for Education's Guidance: Early years entitlements: local authority funding operational guide 2024 to 2025 (Updated 9 May 2024).

3.3 The Trust may charge parents / carers for the following:

- Materials, books, instruments or equipment (where they desire their child to own them), for example mathematical equipment
- Wilful damage to school property, equipment and furniture
- Lost or damaged text or exercise books, lost locker keys and badges, planners etc.
- Ingredients and materials for practical subjects (including design technology, food technology etc.)
- Music tuition (in certain circumstances)
- Optional extras
- Use of community facilities
- Provision of information within the scope of freedom of information

4.0 Optional Extras

4.1 We may charge parents / carers for the following optional extras:

- Education provided outside of school time that is not:
 - part of the national curriculum
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - religious education
- Examination entry fees (where the pupil has not been prepared for the examinations at the school)
- Transport, other than that required to take the pupil to school or to other premises where the trust board has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit

- Extended day services offered to pupils

4.2 When calculating the cost of optional extras, the school will only take into account the following:

- 4.2.1 Materials, books, instruments or equipment (provided in relation to the optional extra)
- 4.2.2 The cost of buildings and accommodation
- 4.2.3 The employment of non-teaching staff
- 4.2.4 The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- 4.2.5 The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument.
- 4.3 The school will not charge in excess of the actual cost of providing the optional extra (divided by the number of participating pupils). The school will not charge a subsidy for any pupils wishing to participate but whose parents / carers are unwilling, or unable, to pay the full charge. If a proportion of the activity takes place during school hours. The school will not charge for the cost of alternative provision for those not participating.
- 4.4 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

5.0 Examination fees

5.1 We may charge for examination fees if:

- The examination is on the prescribed list but the pupil was not prepared for it at the school (eg a language not offered by the school)
- The examination is not on the prescribed list, but the school arranged for the pupil to take it
- Peripatetic examinations that the parent requests the child to undertake
- A pupil fails, without good reason, to complete the requirements of any public examination where the school agreed to pay the original fee (for example a former Post-16 pupil re-sitting as an 'external' candidate).

6.0 Examination re-sits and re-marks

- 6.1 It will be at the school's discretion if a pupil is entered for a second, or subsequent, attempt at an examination. Payment of fees will be discussed and agreed on an individual pupil basis.
- 6.2 If a pupil, or their parents / carer consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parents / carer / pupil will have their fees refunded.

7.0 School Uniforms

- 7.1 A charge will be made for any uniforms, bags or other clothing purchased from the Trust offices.

8.0 Loss or Damage

- 8.1 The Trust will attempt to recover from a pupil's parent or carer any costs incurred repairing wilful or culpably negligent damage or breakage of the Trust's property or such damage or breakage of property belonging to a third party where the Trust has been charged.

9.0 Voluntary contributions

- 9.1 We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents / carers at the outset. We will also make it clear whether assistance is available.
- 9.2 If a parent / carer is unwilling, or unable, to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 9.3 We will strive to ensure that parents / carers do not feel pressurised into making voluntary contributions.

10.0 Music tuition

- 10.1 Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size - if the tuition is at the request of the pupil's parents / carers.
- 10.2 The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- 10.3 Academies will not hire or lend musical instruments to pupils, in order to allow them to participate in musical instrument or vocal tuition that is charged for, except where it is considered that the nature of the instrument is such that it can be hygienically shared and cannot be easily transported, for example a piano. Pupils will not take Trust-owned instruments home with them. Hire of The instruments are available free of charge to pupils through the regional Music Education Hubs, which are operated by Arts Council England on behalf of the Department for Education.

11.0 Transport

- 11.1 We will not charge for:
- Transporting registered pupils to, or from, the school premises, where the trust has a statutory obligation to provide the transport
 - Transporting pupils to meet an examination requirement at another school when they have been prepared for the examination at the school

12.0 Residential visits

- 12.1 We will not charge for:
- 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, 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 for teachers accompanying pupils on visits.

12.2 We may charge for board and lodging – but the charge will not exceed the actual cost.

12.3 We may charge for board and lodging, but the charge will not exceed the actual cost. Parents / carers will be exempt from all or part of board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Income related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guaranteed element of Pension Credit
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

12.4 If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

13.0 Education partly during school hours

13.1 If 50%, or more, of the time spent on an activity is during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

12.2 If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

14.0 Damaged or lost items

14.1 The school may charge parents / carers for the cost of replacing items broken, damaged or lost due to their child's behaviour.

15.0 Remissions

15.1 Parents or carers who can prove they are in receipt of certain benefits will receive full remission from the payment of certain charges ("Category A remission"). The list of benefits to which this applies is aligned to the eligibility criteria for benefits-related Free School Meals and can be found in Appendix 2.

15.2 Voluntary contributions are not charges, there is no obligation for parents or carers to make voluntary contributions and as such, no remission of voluntary contributions is detailed in the table below.

15.3 The table below sets out the Remissions available and eligibility criteria

Activity or item that is chargeable	Remission criteria and remission offered
Board and lodging on a residential educational visit.	Full remission for Category A.
Board and lodging on a residential non-educational visit during School Hours.	Full remission for Category A.
Musical instrument or vocal tuition, provided either individually or to groups of any size, either during or outside School Hours, where the tuition is provided specifically at the request of the pupil's parent or carer.	Full remission for a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).
Provision of school lunch.	Full remission for Category A and pupils in Years 1, 2 and Reception.
Milk, if offered outside of the designated lunch time break.	Full remission for Category A.

15.4 Further remissions may be applied at an academy level at the discretion of the Principal. Any such additional remissions must be communicated to parents transparently and applied fairly and must be documented in the table in Appendix 3 as a Local Academy Addendum to this policy, in consultation with the Chief Finance Officer or Academy Finance Partner.

16.0 Refunds

16.1 Most trips will require a non-refundable deposit. This deposit will only become refundable if the trip is cancelled by the school. If a pupil pulls out of the trip through medical grounds, then this will be reviewed on an individual basis.

17.0 Income generation

17.1 In line with the DFE's 'Academy Trust Handbook', the trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

18.0 Freedom of Information Policy and Publication Scheme

18.1 The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information