



Charging and Remissions Policy

Author/Adapted from	J Turner (Business Manager) based on LCC June 2018	
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Document History		
Version	Date	Notes
V1	January 2020	Adapted from 2019
V2	February 2023	Update Mission Statement
V3	July 2024	Refund surplus change
V4	July 2026	Changed Remission section (relating to board and lodgings) to a statement that refers to current DfE guidance for FSM eligibility rather than the criteria set out at a particular time

Our Mission Statement

Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be.



As a Catholic community, our values and mission are rooted in Jesus' words in John 10:10, 'I have come that they may have life and have it to the full'.

We seek to help our students flourish in all areas of their lives.

The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. **Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be,** in preparation for this life and the life to come.

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.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for

The Governing Body of the School recognise 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 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this 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 resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- 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 for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or 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.
- Transport provided in connection with an educational trip.

Charges may be made for

- Board and lodging on residential visits (not to exceed the costs).

- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Supply teachers engaged purely for optional extras
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings.
- Lost text books and library books.

Remission

Charges for board and lodging on residential visits which take place during school hours, or are part of the curriculum, will be remitted for pupils whose parents are eligible for Free School Meals under current government criteria.

Eligibility will be verified using the school's Free School Meals eligibility checking process and current Department for Education guidance.

Voluntary Contributions

Although the school cannot charge for school time activities, parents are invited to make a voluntary contribution to make school funds go further. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost.

All contributions are voluntary. If the school does not receive sufficient voluntary contributions, it is likely that the trip/visit/activity may be cancelled. If a trip goes ahead, it may include pupils whose parents have not paid some or any contribution. It is the school's policy not to treat any one pupil differently from another on the grounds of ability to pay.

Parents will be invited to make a voluntary contribution for visits that are not part of the school's formal educational provision but which enhance the experience of pupils. The terms of any request made to parents 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;

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions may be used to;

- pay for, or subsidise, the costs of visit (including travel, transport fees etc.)
- pay governors 10% contribution to devolved capital spending
- specified school events or developments

Refunds

Surplus monies at the end of a visit will be refunded to staff or pupils if the surplus is £10.00 or more per person. Staff or pupils who have made a contribution to the cost of the trip/activity or visit and have not paid the full amount will receive a refund that is proportionate to their original payment. Surplus monies of less than £10 per person will be paid into the Governor's Fund.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.