OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Charging & Remissions Policy

Relating to The Becket School Catholic Voluntary Academy

December 2025

Nottingham Diocese Multi Academy Trusts

CATHOLIC SCHOOLS Moving Forward Together

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Supporting Documents:
Charging for School Activities May 2018 https://www.gov.uk/government/publications/charging-for-school-activities

Trust Mission Statement

We are a partnership of Catholic schools.

Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do, we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing
- Working together so that we can all achieve our full potential, deepen our faith and realise our God given talents
- Make the world a better place, especially for the most vulnerable in our society, by doing **'little things with great love'** St Therese of Lisieux

Pay to all what is owed to them: taxes to whom taxes are owed, revenue to whom revenue is owed, respect to whom respect is owed, honour to whom honour is owed – Romans 13:7

1. Introduction

1.1 The Trust is required by Law to have a statement of general policy on charging and remissions that takes account of each type of activity that can be charged for, and explains when charges will be made and when charges will be remitted. This policy has been drawn up in accordance with Sections 449-462 of the Education Act 1996 (The Act) and Regulations 1999: SI 1999/2255 which sets out the law on charging for school activities. The Act applies to academies through requirements of the Funding Agreement.

1.2 The Trust sets this general policy and each Academy will provide specific information in appendix 1 of the activities and visits where charges and remissions will apply.

1.3 No charges can be made unless the academy has drawn up a policy for that purpose, and a remissions policy.

2. General Principles

2.1 Academies can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- music and vocal tuition, in limited circumstances (see para 6.2).
- certain early years provision.[1]
- community facilities.[2]
- extended services provision; and
- optional extras.

2.2 Academies cannot charge for:

- education provided during school hours.
- the supply of materials, books, instruments or other equipment required for education provided during school hours.
- education provided outside school hours if it is part of the national curriculum[3], or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the academy, or part of religious education.
- instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- entry for a prescribed public examination if the pupil has been prepared for it at the academy.
- examination re-sit(s) if the pupil is being prepared for the re-sits(s) at the academy.[4]
- admission to any academy;
- transporting registered pupils to or from the academy where the local

[1] The Education (Charges for Early Years Provision) Regulations 2012

[2] The powers to provide community facilities are under s.27(1) of the Education Act

[3] The national curriculum is not restricted to learning outside the classroom linked to subjects – the national curriculum inclusion statement activities are also covered

[4] If a pupil fails, without good reason, to meet any exam requirement for a syllabus, the fee can be recovered from the pupil's parents.

authority has a statutory obligation to provide transport.

- transporting registered pupils to alternative premises or provision where the academy has arranged for pupils to be educated.
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the academy; and
- transport provided in connection with an educational visit during school hours.

2.3 **Support for Parents**: each academy will inform parents on low incomes and those in receipt of the benefits listed in para 10.1 of the support available to them, including the Little Acts of Kindness Fund, when being asked for contributions towards the cost of school visits.

3. Voluntary Contributions

3.1 The Education Act specifies where charges can and cannot be made. Voluntary contributions may be requested for the benefit of the academy or any academy activity at any time. Voluntary contributions are helpful to the academy in allowing limited resources to support additional activities and visits. Each academy will make clear to parents whether an activity or visit can go ahead without voluntary contributions. Every child will have an equal opportunity to take part in an activity or visit regardless of a parent's ability or willingness to make a voluntary contribution. However, if an activity or visit cannot go ahead without voluntary contributions then the academy will make this clear in advance. If insufficient voluntary contributions are received, then the activity or visit will be cancelled.

4. School Hours

4.1 The Act distinguishes between education during school hours and education outside of school hours in defining how and when charges can be made. School Hours are defined as the times when the school is in session, and do not include the break in the middle of the day. School hours are detailed in appendix 1.

5. Optional Extras

5.1 Charges may be made for some activities that are known as "optional extras" which are:

- Education provided outside of school hours, that is not:
    a) part of the national curriculum
    b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy; or
    c) Part of Religious Education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- transport (other than transport that is required to take the pupil to the academy or to other premises where the academy has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- attendance for 3- and 4-year-olds at nursery above the statutory entitlement of 15 hours or 30 hours for working parents
- extended day services offered to pupils, such as breakfast clubs, after school clubs, supervised homework clubs.

5.2 In calculating the cost of optional extras, the following can be included:

- any materials, books, instruments, or equipment provided in connection with the optional extra.
- the cost of buildings and accommodation.
- non-teaching staff costs.
- teaching staff engaged under a contract to services purely to provide an optional extra; and
- The cost for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra.

5.3 Participation in any optional extra will be based on parental choice and a willingness to meet the charges. Charges made per individual pupil will not exceed the actual cost of providing the optional extra.

6. Education During School Hours

6.1 **Education provided during school hours** will be free of charge. This includes materials, equipment, and transport provided in school hours by the Local Authority (LA) or by the academy to carry students between the academy and an activity. It also includes activities taking place during the school day, such as visiting theatre companies or day trips for students. Where an activity takes place partly during and partly outside school hours then the principles set out in para 7.4 below will apply in determining the charging basis.

6.2 **Musical Instrument Tuition** during school hours is an exception and charges may be made for vocal or instrument tuition provided that the tuition is provided at the request of the pupil's parent and is not part of the national curriculum or the KS2 instrumental and vocal tuition program. No charge may be made for a pupil who is looked after by a local authority. The charges for these lessons will be agreed annually by the Trust and/or the private music teacher.

6.3 **Activities during school hours not run by the academy or the LA**: When organisations acting independently of the academy or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday.

6.4 **Activities organised by a third party, and approved by the academy**, is educational or is supervised by someone authorised by the academy, then it is the Government's view that it should be treated as if it were provided by the academy, and so no charge will be made to the parents, or students. Such an activity, if it takes place outside the school premises, is an 'approved educational activity' within the meaning of Regulation 4A (a) of the Education (Student Registration) Regulations 1995 (as amended).

7. Education Outside School Hours

7.1 The academy will charge parents for activities that take place outside school hours when these activities are not a necessary part of the National Curriculum or do not form part of the academy's basic curriculum for religious education. These are described as 'optional extras' under The Education Act 1996. (see para 5).

7.2 **Residential Visits during school hours:** the academy will charge for board and lodging. Other costs such as transport to and from the venue, and activities and events held as part of the residential will be funded through voluntary contributions. The costs of providing supply cover for staff accompanying students on a residential will be funded through voluntary contributions.

7.3 **Residential Visits outside of school time including in school holidays:** The

academy will charge for board and lodging; transport costs and any activity or event held as part of the residential.

7.4 **Activity partly during school hours:**

Non-residential Activities
If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

Residential Activities
If the number of half day school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some of the activities take place late in the evening).

8. Other Charges

8.1 The School may make charges for the following:

a) Public Examinations

No charges will be made for entering students for public examinations that are set out in regulations and where the school has prepared that student through the syllabus. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the student was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the student to take it; and
- a student fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee - this includes failure to attend for an examination without good reason.

b) Transport – School Minibus

Under Section 19 of the Transport Act 1985 and in accordance with the provisions of the Minibus and Other Section 19 Permit Buses Regulations 1987, the school may make a charge, where applicable for use of the school minibus. The Section 19 Bus Permit specifies that students of any school, college, university or other educational establishment and staff or other helpers accompanying them may be carried as passengers. A charge will be made on a per kilometre basis and the per kilometre rate will be determined annually by The Head of Finance.

c) Transport – School Buses

If The School provides a bus service for home to school transport the charges for such a service will be set to recover the costs (including indirect costs) of providing the service and will determined by the number of students travelling on the bus. Parents will be informed of the charge at the start of each term and payment will be in advance for that term.

d) Lettings of Facilities

The school will from time to time allow other groups to use school premises. Charges for use of school premises are set at the start of each financial year. VAT will be charged on sports bookings unless payment for a block booking of ten sessions or more is received in advance.

9. Penalty Charges

9.1 The Academy may make charges for the following:

(a) Unauthorised Absence

The academy in collaboration with the Local Authority or Police will issue Penalty Notices for non- attendance at school. The circumstances in which Penalty Notices will be issued are set out in the school's Attendance Policy and the amount of the Penalty Charge will be as applicable at the time of issue.

(b) Damage to or loss of Property or Equipment

Where a student has lost or caused damage to property or equipment belonging to the school or to another student through deliberate misuse or vandalism then the school will charge parents for repairing or replacing the equipment. In collaboration with the school transport providers, the school will also charge parents for any willful damage caused to school buses by students.

10. Remission of Charges

10.1 Parents, or the young person themselves, who are in receipt of any of the following benefits (the eligibility criteria for free school meals) may be exempt from paying the cost of board and lodging for residential activities taking place during school hours:

a) Income Support
b) income-based Jobseeker's Allowance
c) income-related Employment and Support Allowance
d) support under Part VI of the Immigration and Asylum Act 1999
e) the guaranteed element of Pension Credit
f) 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)
g) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
h) Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

10.2 Children who get paid these benefits directly, instead of through a parent or guardian may also qualify.

10.3 You may also qualify if you get any of the above benefits and your child is both:

a) younger than the compulsory age for starting school; or
b) in full-time education

10.4 The decision to exempt families from paying for the cost of board and lodgings for residential activities taking place during school hours will be at the discretion of each individual academy.

10.5 If an exemption applies, letters will be sent to parents at the planning stage of a visit to make it clear that those qualifying under para 10 above will be exempt from the charges relating to board and lodgings for residential activities taking place during school hours.

10.6 The academy will meet the costs of board and lodgings for those children exempt. When trips or activities taking place during school time are oversubscribed then the process for selecting children to take part will be fair and open and those who are exempt from charges will not be disadvantaged. Ability to pay will not be a factor in selecting children to take part.

10.7 Charges to parents will not exceed the actual cost of providing the activity and will not include additional amounts to subsidise the event or other students. However, voluntary contributions will be sought at any time towards the costs of the activity, and these will be used to ensure that the activity can proceed. In the event of excess charges greater than £10 per pupil, parents will be refunded. However, voluntary contributions and excess charges of less than £10 per pupil will be retained by the school.

Date Issued	November 2025
Date of next Review	November 2028
Reviewer	Rachel Abbott – Head of Finance
Author	Daniel Moore – Chief Operating Officer

Appendix 1

Charging and Remissions for Activities and Visits at The Becket School

Hours of the school day:

Morning 8:40am – 12:30pm
Afternoon 13:15pm – 15:05pm

Event/Activity	***Cost Type***	***Charge YES/ NO***	***Voluntary Contribution YES/ NO***	***Remission of charges where applicable***
Residential activities (during school week), e.g. Briars	Board & lodging Transport, Activities and indirect costs	Yes No	n/a Yes	Discretion n/a
Residential activities (out of school week, holidays, weekends), e.g. Ski Trip	Board & lodging Transport, Activities and indirect costs	Yes Yes	n/a n/a	No No
Non-residential trips or other visits during school hours, e.g. Space Centre	Transport, Activities, entrance fees and indirect costs	No	Yes	n/a
Non-residential trips or other visits outside or largely outside school hours ***not part of the national curriculum***	Transport, Activities, entrance fees and indirect costs	Yes	n/a	No
Non-residential trips or other visits outside or largely outside school hours and ***part of the national curriculum***	Transport, Activities, entrance fees and indirect costs	No	Yes	n/a
Non-uniform day	Non-uniform	No	Yes	n/a
Sports Coaches/activities (during the school week)	For example, Aerobics, Zumba, fitness, rugby	No	Yes	n/a

[i] Academies may choose certain activities outside of the school day which it considers to be important for all pupils to attend – financial support may be offered to families on low incomes resulting in a remission or part remission of charges – this is at the discretion of the Academy

[ii] This table sets out where remission of charges is mandated in legislation. An academy may choose to use funds such as Pupil Premium to subsidise activities as part of the Pupil Premium Strategy – this is at the discretion of the Academy