



School Charging and Remissions Policy

Review Frequency:	Annually
Review and approved date:	October 2025
Next Review date:	October 2026

Our Vision

All individuals are children of God, created equally in his image to share in an eternal future. We promise to play our part in their education and formation.

Our Mission

We promise to meet the academic, moral, physical, social and spiritual needs of all students so that they may take their place as caring, committed, self-aware and self-confident adult members of society.

Our Aims

In striving to create the school climate, which will nurture this mission, the school aims:

- To offer to all students a broad, balanced, appropriate, relevant and flexible curriculum.
- To develop as an integral part of the local Catholic community and encourage close links with home, parishes and primary schools.
- To develop as a worshipping community, in which prayer and liturgy are encouraged as part of faith development.
- To encourage all members of our school community: students, parents, staff and governors to follow the example of Christ in their daily work and relationships; to treat one another with justice, dignity, tolerance and respect and to be aware of and respond to each other's needs, hopes and aspirations. To provide and maintain an attractive, happy and secure school environment.

Professional Requirements of Staff

In the light of our mission statement:

All members of staff have a professional responsibility to meet the academic, moral, social and spiritual needs of all students. To enable this to happen:

- We will strive to provide an excellent teaching and learning experience for all students.
- We will encourage students to come to a fuller understanding of the difference between right and wrong. To be good citizens of the school community the students have to follow school rules, which are enforced by every staff member.
- The students will be given every opportunity to develop healthy lifestyles inside and outside the curriculum time. The school has a responsibility to encourage healthy eating and exercise during the school day.
- The Gospel values of respect and value for others will be made explicit to all students in their interaction with every member of the community. All members of the community have a responsibility to live out Gospel values in their work relationships.
- Opportunities will be provided for all community members to develop spiritually. The growth of the whole person must be implicit in the ethos of the school.

Activities for which charges cannot be made

The Governing Body recognises 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 and only 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 religious education;
- tuition for pupil 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 student is being prepared for at the school;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sits and at the discretion of the Head Teacher;
- education provided on any trip that takes place during school hours that is part of the National Curriculum or an examination course or re-marks requested by parents;
- 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 those teachers who are absent from the school accompanying students on National Curriculum or examination courses;
- transporting pupils to or from the school premises, where in the past, the local education authority has had a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or in the past, the 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.

Activities for which charges may be made

The Governing Body and Head Teacher will consider asking parents/carers to meet the costs of the activities detailed below. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each student. Lessons/activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.

- Board and lodging on residential trips (Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place)
- The proportionate costs for any pupil on activities wholly or mainly outside school hours ('Optional extras') to meet the costs of:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- Vocal and musical instrumental tuition (Charges to cover additional costs incurred by the school, beyond any element covered by public funding)
- Re-sits for public examinations where a pupil/student has chosen to re-sit the examination
- Examination fees where a pupil/student fails without good reason to sit an exam (After consultation with parents/carers)
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examinations fee unless charges are specifically prohibited

- Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student (Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs)
- Extra-curricular activities and clubs (Charges to cover the additional costs incurred by the school, beyond any element covered by public funding)
- Any extended school activity (Charges to cover the additional costs incurred by the school, beyond any element covered by public funding)
- Materials (Parents/ carers may be asked to make contributions towards the cost of ingredients and materials for products made by their children during the school day should they wish to own the finished product)

The school will make every effort to ensure that all information clearly defines costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

Remissions

As far as its resources allow, the school will support pupils and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision, where a voluntary parental contribution may be necessary, for any activity to be financially viable. This applies particularly to those pupils whose families are eligible for free school meals. While each case for support will be reviewed sympathetically, and in full confidence, the school itself has only limited resources at its disposal and will seek to use these resources prudently to affect the greatest number of its pupils.

Pupils whose parents/carers are in receipt of the statutory free school meal entitlement may also be entitled to apply to the school for some remission of charges for board and lodging costs during residential school trips, up to a maximum of £100 per academic year.

All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers who are experiencing any financial hardship to contact the school in confidence if they would like their child/children to participate, giving details of the relevant benefit, so if necessary, the school can confirm this.

Voluntary Contributions

The Head Teacher may ask parents/carers for a voluntary contribution to support school activities.

The terms of any request made to parents/carers 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/carers:

- that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay;
- that the students at the school will not be treated differently whether or not their parents/carers have made any contribution in response to the request.
- that the activity may not take place if insufficient contributions are made.

The responsibility for determining the level of voluntary contribution will be delegated to the Head of School.

Other Charges

The Head Teacher, or the Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

School Meals

The BWCET Trust will determine and publish annually the price to be charged for school meals.