

# CHARGING AND REMISSIONS POLICY

## MISSION STATEMENT

Christ is our teacher.

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential. We aim to develop positive relationships with every individual and family, the parishes and the wider community.

**"I have come that they may have life and have it to the full"**  
**John 10:10**

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|--------------|-----------------------------------------------------|
| Reviewed by: | A Hallford, Finance & Operations Manager, July 2025 |
| Reviewed by: | A Riding (Principal), June 2025                     |
| Review date: | July 2026                                           |
| Signed:      | Sue Kelly, Chair of Governors                       |

## **1. INTRODUCTION**

This Policy is based on advice from the Department for Education (DFE) on charging for school activities and the Education Act 1996 sections 449 – 462 of which set out the law on charging for school activities in England. As an Academy St Bernard's is required to comply with this Act through their Funding Agreement.

This policy and the categories of activities for which charges may be made will be reviewed annually.

## **2. CHARGES WILL NOT BE MADE 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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 school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

## **3. CHARGES**

We are able to charge for activities known as 'Optional Extras' which are briefly outlined below.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- for the board and lodging element of residential trips and all other optional activities which are not provided as part of the syllabus or required to fulfil the National Curriculum;
- the cost of examination fees where a student fails, without good reason, to complete the requirements for a public examination for which the school has paid an entry fee;
- the cost, in whole or part, of any damage to books, equipment including IT equipment or premises which is the result of vandalism or negligence;
- the cost, in whole or part, of any damage to a home learning device which is the result of vandalism or negligence;
- uplift on the sale of uniform items via the school;
- 50% of the cost of peripatetic music lessons - Lessons will be fully subsidised to any student taking GCSE Music or are in receipt of Free School Meals/Pupil Premium.
- The cost of books, instruments or equipment, where the child's parent/carer wishes him or her to own them i.e. Revision Guides.
- Any additional cost of Enrichment Activities where applicable ie horse riding.

#### 4. REMISSIONS

Parents/Guardians are entitled to apply to the Principal to remit in part or full, the cost of board and lodging for any residential activity due to financial hardship in which the student participates which takes place in school time or where it forms part of the syllabus for a prescribed examination or the National Curriculum. The remission MUST be requested when initialling signing a child up to the trip.

In line with DfE guidance, Parents/Carers would need to prove they are in receipt of the following benefit:

- Universal credit, if you applied on or after 1 April 2018 your household income must be less than £7,400.00 a year (after tax and not including any benefits you receive)
- 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) does not exceed £16,190
- The guarantee element of Pension Credit
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit

#### 5. VOLUNTARY CONTRIBUTIONS

We are able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

School trips, sports activities.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.