



'Academies in Christ'
Part of the Archdiocese of Southwark

Policy on Charging and Remissions for Academy Activities

Approving Body	Board of Directors
Approval Date	July 2018
Review Date	December 2020

“You must pay taxes since all government officials are God’s officers. They serve God by collecting taxes. Pay every government official what he has the right to ask”. Romans 13/6-7

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made to pupils at academies that are part of the Kent Catholic Schools’ Partnership (KCSP). The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities. This also applies to the Academy Trust as set out in our Funding Agreement with the Secretary of State.

Circumstances where no charge is made

No Charge will be made for:

Education in School

1. Education provided wholly or mainly during school hours
2. Admission to school for children of compulsory school age.
3. Activities that are part of the entitlement curriculum¹ for all pupils, or are part of a prescribed examination syllabus, or part of Religious Education.
4. The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.

Transport

5. Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport.
6. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
7. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy.
8. Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

Residential visits

9. Education provided on any visit that takes place during school hours.
10. Education provided on any visit that takes place outside school hours if it is part of the

entitlement 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.

Music Tuition

11. Children learning to play musical instruments as part of the entitlement curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education;
12. Cost associated with preparing a pupil for an examination.

Examination Fees

13. Entry for a prescribed public examination if the pupil has been prepared for it at the school.

Circumstances where the school may charge parents/carers optional extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

Education

14. Activities that take place mainly or wholly out of school time if they are not part of the entitlement curriculum¹, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at the academy and not part of religious education.
15. Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

Music Tuition

16. Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the entitlement curriculum.

Transport

17. Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

Examination Fees

18. An examination that is independent of the academy curriculum, but the academy arranges for the pupil to take it.
19. Exam re-sit fees may be payable by the candidate.

¹ The 'entitlement curriculum' is the learning activities and experiences that the academy will make available to all or any pupil that is provided wholly or mainly during school hours.

Board and Lodgings

20. The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging).

Voluntary Contributions

21. Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal academy curriculum. Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution;
- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

22. Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions

23. Parents whose children are eligible for free school meals will be exempt from paying the cost of board and lodging of a residential trip.

24. The governing body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

Supplementary Information

25. Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as uniform, P.E. kit, calculators, and stationery, etc.

Breakages and Damage

26. Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.