



The  
St Gregory the Great  
Catholic Academy Trust

*'Where love exists, it does great things'*

# Policy

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## Charging and Remissions

**Reviewed**

**and approved by:** The Finance and Resources Committee

**Approval date:** 7 March 2023

**Review due:** March 2024

**Version:** Version 1

***This policy was adopted by the Finance and Resources Committee on behalf of the Trust Board.***

## **Aim and scope**

St Gregory the Great Catholic Academy Trust aims for all our schools to have robust and clear processes in place for charging and remissions. The policy will set out which charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from the Guardian.

The Board of Trustees at Saint Gregory the Great has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual Academy Council Member or the Headteacher. The Headteacher and Academy Council also has overall responsibility for monitoring the implementation of this policy.

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. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## **Definitions**

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

## **Head teacher and school staff responsibility:**

St Gregory the Great Catholic Academy Trust Headteachers are responsible for ensuring staff employed within their individual schools are familiar with the charging and remissions policy, and that it is being applied consistently.

## **School staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

## Parental responsibility:

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

## Prohibited charges:

Below we set out what St Gregory the Great Catholic Academy Trust schools cannot charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books or the use of instruments etc.).
- 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.
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the school or local 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.

The following applies to unauthorised charges applicable to residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## Charges may be made for:

- Board and lodging on residential visits
- The proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for:
  - Travel

- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs
- Musical Tuition
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs (where appropriate)
- Any extended school activity (where appropriate)
- Damage/vandalism/loss to and of school property

## **Voluntary contributions**

Our Schools are able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- Educational visits
- Educational visitors/activity/workshops
- Sports Trips
- General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity will make the purpose of the fundraising clear to those who may wish to contribute.
- Voluntary contributions may be requested to cover the cost of materials and ingredients provided by an Academy for practical subjects where parents indicate that they wish to receive the finished articles.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay. If we are unable to raise enough funds for an activity or visit then it will be cancelled.

## **Refunding of charges**

Trips and activities charges and contributions are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the Academy will refund any surplus of £5 or more per student who contributed to the activity. Any amount below this will be transferred to the Discretionary Grants School Fund.

## **Arrangements for surpluses not refunded**

Any surpluses not refunded will be transferred to the Discretionary Grants fund and used to support access to optional activities for those pupils whose families are experiencing financial hardship.

## Activities we charge for

Our schools will charge for the following activities:

- Breakfast Club (if it applies to your school)
- After school Clubs (if it applies to your school)
- Sports Sessions after school that are delivered by outside agencies.
- Music tuition.

Please note some schools may have separate agencies providing before/after school care. Although the care may take place on the school premises any issue with payment should be discussed directly with that agency, similarly, any payments should be made directly to them, not to the school. We advise you to refer to your contractual terms with the childcare provider in question and talk to a senior member of their team for further guidance.

For regular activities, the charges for each activity will be determined by the Trust Board and reviewed annually. Parents/Carers will be informed of the charges for the coming year.

## Lettings of the Trust's Buildings

Charges will be levied for the use of the Trust's facilities by private individuals or external organisations at a rate to be determined annually. Facilities will only be let where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidized from resources provided for the education of students. Hirers will need to demonstrate that they have adequate insurance or provision for compensating the Trust for any damage that they may cause. They must also leave the facilities in a clean and tidy state otherwise an additional fee for cleaning will be charged.

## Remissions

In some circumstances the school may not charge for items or activities set out in of this policy. This will be at the discretion of the Academy Council and will depend on the activity in question.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances.
- Income Support.
- Income Based Jobseekers 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 State Pension Credit.
- An income related employment and support allowance that was introduced on 27 October 2008.

## **Monitoring arrangements**

St Gregory the Great Headteachers will monitor charges and remissions within their individual schools, and ensure they comply with this policy.



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**All policies are written in line with our Trust Mission Statement:**

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

**St Gregory the Great Catholic Academy Trust** is a charity and a company limited by guarantee. Registered in England and Wales.  
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