Policy on Charging and Remissions for School Activities

St Benedict
CATHOLIC ACADEMY TRUST

Authors:	CFO
Effective Date:	01 September 2026
Last Review Date:	June 2026
Review Frequency:	Annually
Next Review Due:	June 2027

ST BENEDICT CATHOLIC ACADEMY TRUST
Policy on Charging and Remissions for School Activities

Our mission is inspired by our Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools are committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society. We provide the best possible opportunities for every child's education, with an overarching mission focused on delivering a strong Catholic education, firmly rooted in the belief that Christ should be at the core of all our endeavours.

1. Purpose of Policy

St Benedict Catholic Academy Trust ("the Trust") aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Legislation and guidance

This Policy is based on advice from the Department for Education (DfE) on charging for school activities and is 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 in England. This also applies to the Academy Trust as set out in our Funding Agreement with the Secretary ofState.

3. Circumstances where no charge is made

No charge will be made for:

Education in School

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

Transport

- 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 Headteacher or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

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

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
- 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;
- Cost associated with preparing a pupil for an examination.

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

4. 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:

Music Tuition
- 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
- Transport that is not required to take the pupil to the school or to other premises where the Headteacher has arranged for the pupil to be provided with education.

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

Board and Lodgings
- 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
- As an exception to the requirements set out in Section 3 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible, for example for school trips or other activities that supplement the normal school curriculum. Requests to parents for voluntary contributions will state that:
- there is no 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.
- Requests made for voluntary contributions made in respect of individual pupils will 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
- Parents whose children are eligible for free school meals will be exempt from paying

the cost of board and lodging of a residential trip.
- The Headteacher may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

Supplementary Information
- 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
- 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 Headteacher's discretion.