



**CTKCC**  
Christ the King  
Catholic Collegiate  
Together as one community  
with Christ at the centre



## Charging and Remissions Policy

Date: June 2021  
Adopted: 17 September 2021  
Review: July 2022

### Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### Responsibilities

The Board of Directors are responsible for determining the content of the policy and the head teachers for implementation. Any determinations with respect to individual parents will be considered by the relevant head teacher.

### Definitions

**Community Facilities** – activities which the Board of Directors does not feel are of direct educational benefit to children at the school.

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends.

**External Lettings** – letting to an organisation other than the school.

**Remission** – where a charge is not payable, either in full or in part.

## **Prohibition of Charges**

The Board of Directors of Christ the King Catholic Collegiate recognise that the 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 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;
- tuition for pupils learning to play musical instruments<sup>1</sup> if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education 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;

## **Charges**

The Board of Directors of Christ the King Catholic Collegiate will charge for:

- board and lodging on residential visits (not to exceed the actual costs)
- the proportionate costs for an individual child for activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

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<sup>1</sup> Please note this is restricted to one (1) instrument only. Any additional instrument lessons will be charged at the standard rate.

- travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- individual or group tuition in the playing of a musical instrument<sup>2</sup>
  - re-sit for public examinations where no further preparation has been provided by the school
  - costs of non-prescribed examinations where no further preparation has been provided by the school
  - any other education, transport or examination fee unless charges are specifically prohibited
  - breakages and replacements as a result of damages caused wilfully or negligently by pupils
  - extra-curricular activities and school clubs
  - letting of the school premises or grounds
  - extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision
  - charges for materials or ingredients where the pupils wish to have the finished product (left to Headteachers’ discretion)
  - purchases made from the catering provider in respect of breakfast (where available), break and lunch<sup>3</sup>

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;

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<sup>2</sup> This will be at the discretion of the Headteacher

<sup>3</sup> This money is paid directly to the catering provider via SchoolGrid. Accounts must be in credit before service, however the recovery of money owed is the responsibility of the school.

- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, please see the Multi-Academy Letting Policy; however, the charge should at least cover the cost of:
  - Services (heat & light)
  - Staffing (premises staff)
  - Administration
  - Wear & tear (sinking fund)
  - VAT at the applicable rate

Where there is an additional cost to the school, charges for extra-curricular activities will be raised.

See Annex A for a breakdown of care club charges and school fund contributions.

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support<sup>4</sup>;
- Income Based Jobseeker's Allowance<sup>4</sup>;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit<sup>4</sup>, where the parent is not entitled to Working Tax Credit.

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- Trips out of school
- Peripatetic Event Organisers
- School fund donations

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<sup>4</sup> Please note these allowances will be replaced by Universal Credit which is being rolled out in phases across the country.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- that the trip/activity may be cancelled if insufficient voluntary contributions are received;
- that families experiencing financial difficulties should speak to the Headteacher (in confidence) regarding charges.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Any pupil who is currently in debt to the school<sup>5</sup> will not be eligible to attend non-curriculum trips or visits until the debt has been cleared.

### **Damage/Loss of Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.

### **Refunds**

Refunds will only be considered where there are exceptional circumstances and providing there is no cost to the Academy. Withdrawal from any pre-paid school event will be considered by the Headteacher on a case-by-case basis and a refund may be granted at the discretion of the Headteacher. Exceptional circumstances include (but may not be limited to):

- sudden or serious illness/incapacitation of the participant

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<sup>5</sup> This may be in relation to the non-payment of charges i.e. lunch money, nursery fees, music lesson fees or damage to school property etc.

- death of the child, a parent or a sibling
- a serious incident affecting the activity provider where costs can be recovered from the provider

A refund will not be considered simply because the pupil or parent/guardian changes his/her mind.

In the event of a lockdown or cancellation of a trip beyond the control of any school within CtKCC, every effort will be made to issue a refund including any 'non-refundable' deposits. However, refunds can only be provided by the school to families once received, and if received, from the pertinent company.

## CHRIST THE KING CATHOLIC COLLEGIATE TABLE OF CHARGES

Activity/Event	Our Lady & St Werburgh's (OLSW) £	St Mary's (MAR) £	St Teresa's (TER) £	St Thomas Aquinas (AQU) £	St John Fisher (SJF) £	St Wulstan's (WUL) £	Remarks
<b>Care Club</b>							
AM 7:30 start		5.00					
AM 8:00 start	N/A	4.00	N/A	N/A	N/A	See remarks <sup>6</sup>	£5.00 7:30 – 8:50; £4.00 7:45 – 8:50
After School to 4.30pm	N/A	4.50	N/A	N/A	N/A	See remarks <sup>6</sup>	£4.00 3:15 – 4:15; £6.75 3:15 – 5:15; £7.50 3:15 – 5:30pm
After school to 5.30pm	N/A	6.50	N/A	N/A	N/A		
After school to 6:00pm	N/A	7.50	N/A	N/A	N/A	N/A	
Late pick-up fee	N/A	N/A	N/A	N/A	N/A	0.85	After 5:30pm - 6:00pm
<b>Wraparound/Nursery</b>							
Additional 15 hrs (per week)	N/A	35.00	40.00	30.00	N/A	59.00	MAR, AQU & TER excludes lunch – TER additional £2.00 per day. WUL includes lunch,
Full day (Any day)	N/A	10.00 per day	N/A	N/A	N/A	N/A	
School Fund Donations (voluntary)	30.00	20.00	38.00	10.00	30.00 or 50.00	30.00	OLSW – per family, per year MAR – per family, per year TER – £1.00 per week AQU - Per term, per family SJF – Per Academic Year, per child or £50.00 per family; WUL - per academic year per child

<sup>6</sup> St Wulstan's offer a 5% discount for 2 children and a 10% discount for three or more children.