

Bishop Challoner Catholic College



Next Review

July 2027

Review Period

Annual

Principal Reviewed

July 2026

Website Published

July 2026

Current Status

Complete

Staff Owner

H Burton

Government/DfE Requirement

Statutory

Charging and Remissions

CHARGING AND REMISSIONS POLICY

1. Aims

Bishop Challoner Catholic College is committed to providing a broad, balanced and enriching education for every student. We recognise the significant educational value of educational visits, enrichment activities, residential experiences, clubs and extended learning opportunities.

This policy aims to:

- comply with statutory guidance on charging for school activities;
 - ensure no student is disadvantaged because of financial circumstances;
 - recover costs where legislation permits to ensure activities remain financially sustainable;
 - provide transparency about how charges and voluntary contributions are calculated.
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2. Legislation

This policy is based upon:

- Education Act 1996 (Sections 449–462)
 - DfE Charging for School Activities Guidance
 - Academy Funding Agreement
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3. Definitions

Charge means a compulsory payment permitted by legislation.

Voluntary contribution means a requested payment which parents are under no obligation to make.

Remission means the reduction or waiver of a charge.

Optional extra means activities for which schools are legally permitted to charge.

4. Responsibilities

The Principal will:

- approve this policy;
- review charges annually;
- ensure compliance with legislation.

The Executive Leadership Team will:

- implement this policy;
- approve charging arrangements;
- determine remissions where appropriate.

The Strategic School Business Manager and Educational Visits Coordinator will:

- calculate charges;
 - ensure activities remain financially sustainable;
 - monitor cost recovery;
 - review charging rates annually.
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5. Charges that cannot be made

The school will not charge for:

- admission;
 - education provided during the normal school day;
 - education forming part of the National Curriculum;
 - education preparing students for public examinations;
 - religious education;
 - examination entries where pupils have been prepared by the school;
 - transport required by law.
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6. Charges that may be made

The school may charge for:

- optional extras;
- board and lodging on residential visits;
- examination entries where pupils have not been prepared by the school;
- examination re-sits requested by parents;
- music tuition permitted by legislation;
- community use;
- extended services;
- replacement of lost or damaged property;
- materials or equipment retained by students.

Charges will never exceed the actual cost of providing the activity.

7. Optional Extras

Charges for optional extras may include the actual cost of providing the activity, including:

- transport;
- coach hire;
- school minibus costs;
- fuel;
- parking charges;
- congestion or toll charges;
- venue hire;
- admissions;
- accommodation;
- meals;
- specialist instructors;
- teaching staff engaged specifically for the activity;
- supply teachers engaged specifically for the activity;
- non-teaching staff;
- materials;
- equipment;
- administration and booking costs directly attributable to organising the activity.

No element of profit will be included.

8. Educational Visits

Where an educational visit forms part of the National Curriculum or takes place during school hours, the school will request voluntary contributions rather than compulsory charges.

The suggested voluntary contribution may include the full cost of providing the activity, including:

- coach hire;
- school minibus costs;
- fuel;
- admissions;
- accommodation;
- staffing;
- supply cover;
- administration;
- contingency costs directly associated with the visit.

Parents are under no obligation to contribute.

Students will never be treated differently because their parents choose not to contribute.

However, where insufficient voluntary contributions are received, the school reserves the right to cancel the visit.

9. Residential Visits

Charges may be made for board and lodging.

Parents entitled to statutory remissions will receive these in accordance with current legislation.

10. Music Tuition

Charges may be made for instrumental and vocal tuition where:

- tuition has been requested by parents;
- tuition is not part of the National Curriculum;
- tuition is not required for a prescribed examination syllabus.

The charge will reflect the actual cost of provision.

Students eligible for remission may receive reduced or waived charges.

11. School Transport

Where charging is legally permitted, the school may recover the actual operating cost of school-owned vehicles.

This may include:

- fuel;
- MOT;
- insurance;
- repairs;
- tyres;
- breakdown cover;
- vehicle servicing;
- insurance;

- vehicle cleaning;
- depreciation and reasonable wear and tear.

Charges will be reviewed annually and based upon actual operating costs.

12. Extended Services

Charges may be made for:

- breakfast club;
- after-school clubs;
- revision classes;
- holiday provision;
- lettings;
- community activities.

Charges will reflect the actual cost of delivery.

13. Digital Learning

The school may operate optional technology schemes.

Charges may include:

- hardware;
- licences;
- software;
- insurance;
- repairs;
- administration;
- finance costs;
- replacement provision.

Participation remains voluntary.

14. Damage or Loss

Parents may be charged where damage or loss has resulted from deliberate or negligent actions by a student.

This includes:

- textbooks;
- laptops;
- furniture;
- buildings;
- sports equipment;
- musical instruments;
- third-party property.

The Principal will determine any charge based on the circumstances.

15. Voluntary Contributions

The school may request voluntary contributions towards activities which enhance students' education.

There is no obligation to contribute.

No student will be excluded solely because a contribution has not been made.

Where the activity cannot proceed without sufficient funding, parents will be informed in advance that cancellation may be necessary.

16. Remissions

The school will provide statutory remissions for eligible families.

In addition, the Principal may authorise partial or full remission where this is considered appropriate, taking into account:

- financial hardship;
- exceptional circumstances;
- safeguarding considerations;
- educational benefit;
- pupil premium eligibility;
- looked after or previously looked after status.

Applications will be treated confidentially.

17. Review of Charges

Charges will normally be reviewed annually.

The Strategic School Business Manager may recommend amendments where costs change significantly during the year.