



Charging and Remission Policy

Policy reviewed and adopted by Trust Board	Delegated to SEL. Approved September 2025
Review frequency	Annually
Date of next review	September 2026
Responsible Officer	Asha Morjaria

Introduction

Our Lady Immaculate Catholic Academies Trust recognise the valuable contribution that a wide range of activities, including school visits and residential experiences, can make towards all aspects of pupils education. The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for all pupils and as additional optional activities. However, due to the limited funds, the Trust reserves the right to make a charge in the following circumstances for activities organised by its academies.

Aims

This policy sets out OLICAT's attitude towards charging and remissions, describes each activity that will be charged for and explains when charges or remissions will be made.

Principles

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

We accordingly recognise that the education that takes place within school hours, and that forms part of a prescribed examination syllabus or is required to fulfil National Curriculum requirements, will be offered free of charge. School hours are those the academy is actually in session and do not include break in the middle of the day.

An academy may invite parents and others from time to time to make a voluntary contribution towards any part of the academy's work, and to permit the provision of activities which might not otherwise be possible. Planned activities may be cancelled if financial support is not forthcoming.

No pupil will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution.

Voluntary Contributions

The academy may ask parents to provide a voluntary contribution towards the cost of any activity out of the academy which takes place during school hours. Pupils of parents unable or unwilling to contribute will not be discriminated against. However, if there are insufficient voluntary contributions the visit may be cancelled due to budgetary constraints.

Residential visits

Where the visit occurs during or mainly within school hours:

- There will be a charge for board and lodging. However, there may be support for pupils whose parents are in receipt of Income Support or who are eligible for free school meals.
- Voluntary contributions will be invited to cover other costs associated with the visit such as transport or admission charges. Such contributions may include a contribution towards supervisory staff and other unsupported students.

Where the visit occurs mainly outside school hours:

- The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences and are known generally as optional extras. Charges may be made for these activities except where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. Board and lodging charges may be made for any residential activities subject to the remission arrangements described below (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Any charge for a particular activity will be dependent upon the type of activity and its costs and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate fee for such things as:

- The pupil's travel costs.
- The pupil's board and lodging costs.
- Materials, books, instruments and other equipment.
- Non-teaching staff costs.
- Entrance fees to museums, castles, theatres etc.
- Insurance costs.
- The expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

The Local Academy Committee will consider applications from parents unable to meet the total cost.

Music Tuition

This provision is charges independently to pupils

Examination fees (secondary schools only)

A charge will be made if a pupil wishes to enter for a public examination which is not prescribed by the academy. In addition, pupils who have failed to meet the academy's entry criteria but still wish to be entered for a prescribed examination may be asked to pay entry fees, which are returnable on the achievement of a graded result. The academy reserves the right to charge pupils when an exam is retaken. Where sixth form students choose to re-sit an exam, then they will be liable to pay the full amount of the re-sit exam fee.

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Damage to academy property/equipment

The Local Academy Committee will allow the Headteacher to ask pupils and/or their parents to contribute towards the cost of replacement item where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment.

Remissions

In order to remove financial barriers, from disadvantaged pupils, the Trust has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. The remissions policy sets out the circumstances in which such charges will be waived.

Charges may be remitted in whole or part at the discretion of the LAC/Headteacher for families in receipt of income support or family credit, whose income is assessed at the level equivalent to qualify for these benefits and families in hardship. In these circumstances, an application should be made to the Headteacher and will be treated in confidence.