The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Charging and Remissions Framework

2025

The Bishop Konstant Catholic Academy Trust,
St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD

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POLICY DOCUMENT	Trust Charging and Remissions Framework
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Lead Member of Staff:	Chief Financial Officer
Approved by:	Trust Board
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Mission Statement

All policies are written in line with our Trust Mission statement:

"Inspired by faith through love, friendship and joy."

We embrace the teachings of Jesus Christ, infusing every aspect of our trust with **love**. Our pupils, families, and staff are encouraged to show compassion, kindness, and respect to one another, creating nurturing environments where everyone feels valued and loved. We foster a deep sense of love for God, self, and others, empowering our pupils to make positive contributions to society.

We recognise the importance of relationships and the power of **friendship** in shaping lives. Our schools foster an atmosphere of genuine fellowship, where pupils form deep connections with their peers, teachers, and the wider community. We promote inclusivity, understanding, and empathy, cultivating an environment where diversity is embraced and friendships are built on mutual respect. Our pupils learn the value of teamwork, cooperation, and service, as they become compassionate leaders who forge lasting friendships rooted in faith.

We believe that **joy** is a reflection of God's presence in our lives. Our schools are places where joy abounds, where pupils are encouraged to find joy in learning, discovering their talents, and building meaningful relationships. Through engaging and innovative teaching, we inspire a lifelong love of learning, instilling in our students a sense of wonder and curiosity about the world around them. We celebrate achievements, milestones, and special moments, ensuring that joy permeates our school communities.

Trust Charging and Remissions Framework Policy

Introduction

Legislation restricts the types of activity schools are allowed to charge parents for. St Joseph's Catholic Primary School, Pontefract's policy applies to charges made to parents/pupils, for facilities used by private individuals and third-party organisations that rent school premises.

As a school we try:

- To make activities accessible to all pupils regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To respond to the wide variations in family income while not placing additional unexpected burdens on the school's budget

For the purposes of this document, 'Parent' is taken to include any parent, carer or person with parental responsibility for a pupil.

Legislation

Under the terms of the Education Act 1996, the Academy Council of St Joseph's Catholic Primary School, Pontefract must have a policy on charging pupils to participate in school activities.

Education provided during school hours must be free – the definition of education includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity. By law, pupils may not be charged for activities that form part of the normal school day, but the school may invite parents and others from time-to-time to make a voluntary contribution to the school's work, to allow us to offer activities or experiences which otherwise might not be possible. This might include a voluntary contribution to activities taking place in school time, activities which form part of the National Curriculum or an examination syllabus, or those which form part of the school's religious education curriculum. However, the child of any parent who is unable to contribute will not be prevented from participating in an activity which takes place during school time if the activity goes ahead.

In any request for voluntary payments, it must be clear from the terms in which it is made that:

- There is no obligation to contribute
- That pupils will not be treated differently according to whether their parents have contributed to the planned activity
- That if there are insufficient contributions received to cover the cost of including all pupils who wish to participate, the activity will not go ahead.

Where an activity takes place outside of school hours and does not form part of the National Curriculum or examination syllabus, this is classed as an optional extra and parents can be asked to meet the full cost of these activities.

3. Detail of Charges

Admissions

No charge shall be made in respect of admission to the academy unless it is for the purpose of:

- Part time education for persons over compulsory school age
- Full time education for persons over compulsory school age
- Teacher training

Provision of education

No charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The school may charge individuals who are not registered pupils of the academy for education provided or facilities used by them belonging to the school.

Musical instrument tuition

The school will review on a yearly basis whether to charge a contribution towards musical instrument tuition either individually or for a group of pupils where the lesson is not considered to be part of the National Curriculum or is not preparation for a public examination, even if this lesson takes place during school hours. The school currently does not implement musical tuition, nor charge parents for this.

Practical subject charge

Voluntary contributions may be requested to cover the cost of materials and ingredients provided by the school for practical subjects where parents indicate that they wish to receive the finished articles. The school communicates (via letter on Class Dojo) voluntary contributions in advance, allowing any parents wishing to contribute an adequate amount of time and notice to submit any payments.

Visits during the school day

A voluntary charge will be made to cover the cost of educational visits and other activities. However, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation. Refunds will not be given if parent contributes but then a child does not participate in the visit.

Residential visits

Where at least half of the time away from home is not normal school time, where the trip involves an overnight stay or where the work undertaken is not an integral part of an examination course, the trip is classed as optional and parents can be expected to meet the full cost of residential courses in school time. If the visit is deemed to have taken place during the school day, or is part of the national curriculum, or is preparation for a public examination, then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be aware that the activity may be cancelled if insufficient contributions are received.

Any pupil who has not paid the required amount by any date when money is due to be paid by the Academy will be withdrawn from the trip. They will lose their deposit plus any money the school has already paid to the travel company on behalf of that pupil which it cannot recover, e.g. if the place is withdrawn or cancelled after the point at which cancellation charges are incurred.

If for any reason (except ill health) a pupil does not attend an optional trip after the initial deposit has been paid, parents will lose their deposit plus any money received by the school which has already been paid to the travel company and that the school cannot recover.

In both cases, the Academy will return to parents any amounts it can recover from the travel company.

If a pupil is unable to participate in a residential trip due to ill health, parents must submit a letter outlining the reason for the pupil being unable to attend. In these cases, the trip organiser will attempt to recover any amounts already paid to the travel company by making a claim on the trip travel insurance, subject to cooperation by the parents in obtaining any medical evidence required by the insurers. Any sums recovered by the school will be returned to the parents.

Public examinations (not currently applicable to St Joseph's).
No charge will be made in respect of the entry of a registered pupil at the school for an examination for which the school agrees the pupil should be entered. Charges will be applied for the entry of a pupil for an examination for which s/he has not been prepared by the school, or for entry to an examination against the advice of the school.

Entries for re-sits of examinations where the school has not provided additional tuition are also subject to charge. Parents seeking to have an examination paper remarked will be required to pay the re-mark fee; however, if the new grade exceeds the original then this fee will be refunded.

Where a pupil fails to attend for an examination for which they have been entered (unless this is because of ill-health, for which a doctors' note will be required), parents will be expected to meet the cost of the examination entry.

Breakfast and After-school Club Charges
Charges for breakfast or after-school clubs will be paid in advance to cover the cost of running the activities as determined by the school. Where parents pay in advance for a specified period of time (e.g. half termly), parents who sign up for their child to join the clubs commit to pay for the full period of the payment whether the child attends the club or not. If parents have outstanding debts with the school, their child will not be allowed to join any further clubs during that school year until the debt is repaid.

Optional extra visits
Visits that take place outside the school day or as part of an extra-curricular activity can be charged for, and parents are expected to meet the full cost of the trip.

Loss or damage
Parents will be expected to meet the cost of repairing or replacing any school property damaged or destroyed by a pupil, or any fines to be paid by the school as a result of the actions of a pupil. A charge will also apply for loss or damage of school property (including books or equipment) placed under the care of the pupil.

Fundraising and sponsorship
General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity must make the purpose of the fundraising clear to those who may wish to contribute.

Materials and equipment sold to pupils
The Academy does not currently sells a range items of uniform and other education-related sundries to pupils.

Private fees
Any report or data regarding a child requested by a parent for the purpose of third-party private assessment will be charged at a rate agreed by the Headteacher in discussion with the Chair of the Academy Council. This rate will include a cost for staff time, photocopying costs and postage.

Lettings of the Academy buildings
Charges will be levied for the use of the Academy's facilities by private individuals or external organisations at a rate to be determined annually by the Academy Council. 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 subsidised from resources provided for the education of pupils.

Hirers will need to demonstrate that they have adequate insurance or provision for compensating the school for any damage they cause. They must also leave the facilities in a clean and tidy state, otherwise an additional fee for cleaning will be charged.

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 school will refund any surplus of £5 or more per pupil who contributed to the activity. If a visit is paid for and a child does not attend, unfortunately this will not be refunded

Online Payment Systems
Any credit above £5 remaining on a pupil's account on the Online Payment system at the point at which they leave the Academy will be refunded on request.

Arrangements for surpluses not refunded
Any surpluses not refunded will be transferred to the school's Hardship Fund at the end of the academic year following that in which the pupil left the Academy and will be used to support access to optional activities for those pupils whose families are experiencing financial hardship/for the benefit of all pupils in the school.

Remission of Charges

The Academy Council of St Joseph's Catholic School, Pontefract believes that all pupils should have the opportunity to gain fully from the experiences the school has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, support under part IV of the Immigration and Asylum Act 1999 or Child Tax Credit (providing Working Tax Credit is not also received), the Academy Council will observe its statutory duty to remit in full the cost of board and lodgings for any residential activity deemed to take place within school hours.

Provision for Review

This framework will be reviewed annually by the Policy Committee of the Trust Board, with amendments to those sections where schools have discretion over their own arrangements agreed by the school's Academy Council. This policy will be adjusted in accordance with any subsequent guidance issued by DfE or the Trust Board.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD