

LUMEN CHRISTI CATHOLIC MULTI ACADEMY

CHARGING & REMISSIONS POLICY

STATEMENT OF INTENT

The Board of Directors recognise the importance of enriching the curriculum through 'hands on, real life' experiences such as visits by outside professionals to school and visits off site. This policy is compliant with the Education Act 1996 (sections 449–462), which sets out the statutory framework for charging and remissions for school activities in England. It continues to follow the Department for Education's statutory guidance Charging for School Activities.

1. CHARGING

- 1.1 All activities undertaken during school time shall be provided free of charge (except for board and lodgings on residential trips, the full cost of visits where more than 50% of the visit takes place outside of school hours and optional extras such as extended services e.g. breakfast club, music tuition requested by parents, and examination entry fees where the pupil has not been prepared for the examinations at the school).
- 1.2 The DfE guidance states that where families are in receipt of certain benefits no charges can be levied for board and lodgings. Those benefits are:
- **Income Support**
 - **Income-based Jobseeker's Allowance (JSA)**
 - **Income-related Employment and Support Allowance (ESA)**
 - **Support under Part VI of the Immigration and Asylum Act 1999**
 - **Guaranteed element of Pension Credit**
 - **Child Tax Credit** (provided individuals are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - **Working Tax Credit run-on** (paid for 4 weeks after individuals stop qualifying for Working Tax Credit)
 - **Universal Credit** (household income must be less than £7,400 a year after tax and not including any benefits)
- 1.3 Where a charge is made the school will not charge in excess of the actual cost of providing the service divided by the number of participating pupils/students.

2. VOLUNTARY CONTRIBUTIONS

- 2.1 Parents can be asked for a voluntary contribution, in accordance with page 5 of the above mentioned DfE document. Any letter to parents, asking for such a contribution, must make it clear that this is a voluntary contribution and that pupils at the school will not be treated differently, according to whether or not their parents make a contribution in response to the request. Parents should be made aware that, if there are insufficient voluntary contributions to fund the trip, it may be cancelled.
- 2.2 No child will be discriminated against because their family cannot or are unwilling to make a contribution. The school will ensure that all requests for voluntary contributions make clear that contributions are entirely optional and that no pupil will be excluded or treated differently based on their family's ability or willingness to contribute. Activities will proceed only where they can be funded without placing financial pressure on families.
- 2.3 Schools who are members of the Lumen Christi Catholic Multi Academy may add a small and stated percentage to the cost of a visit funded through voluntary contributions to create a benevolence fund to assist families who would face difficulties meeting the cost of a contribution however, these contributions are all voluntary.

- 2.4 Where a trip takes place outside of normal school time, a charge may be made, in accordance with this policy. Where a charge for residential accommodation is made the charge cannot include the cost of transport. However, voluntary contributions can be asked for.
- 2.5 Letters to parents setting out the costs of residential trips, must clearly distinguish between the chargeable element and the voluntary contributions required.
- 2.6 School trips should not be costed to generate a profit. However, it is accepted that there may be occasions when this happens.
- 2.7 Letters to parents should state that, although there is no intention to make a profit, should this prove to be the case, it will be allocated to fund future school trips.

3. EXAMINATION FEES

3.1 We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Academy Committee or LA originally paid or agreed to pay the fee.

4. EXAMINATION RE-SITS

- 4.1. Where a pupil is entered for a second or subsequent attempt at an examination **by the school** we will pay the fee.

5. DAMAGED OR LOST ITEMS

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti, including where damage has been caused to neighbour property from anti-social acts committed from inside the perimeter of the school site (e.g. throwing objects over fences). A request for a contribution to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

6. REMISSIONS

- 6.1. Where families are in receipt of benefits as set out at point 1.2 there will be no charge for board and lodgings on residential trips.
- 6.2. Where children are entitled to free school meals, the voluntary contribution element of any school visit may be partially funded by the Pupil Premium at the discretion of individual schools in line with school policy.
- 6.3. To request assistance, parents should contact their child's school directly.

Lumen Christi is committed to ensuring that no pupil is prevented from taking part in an activity due to family financial circumstances. Where appropriate, the school may use Pupil Premium or benevolence funds to support access to activities.



For further information, please refer to the Department of Education publication: 'Charging for school activities', May 2018 (DFE-00244-2013) and also Council for Learning Outside the Classroom – Charging Policy Document

Date Approved/Approving Body:	4 th March 2026, Finance & Facilities Committee
Signed:	 Denis Kenny, Chair of Finance & Facilities Committee
Minuted:	Hollie Parrish, 4.3.26
Date of Next Review:	Spring 2027

Notes to policy taken from the DfE guidance Charging for School Activities May 2018.

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below)
- music and vocal tuition, in limited circumstances
- certain early years provision
- community facilities

"Optional extras" definition includes the following:

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Early Years funded entitlement charging arrangements are governed by DfE statutory guidance effective from April 2025. These requirements are specific to Early Years provision and do not alter the charging rules for statutory school-age education. Early Years invoices and published charges will follow the transparency requirements expected.

