



CORPUSCHRISTI

We are His body, living and learning as one.

CHARGING AND REMISSIONS POLICY



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This policy will be published on the Academy Trust's website.

CONTENTS

Section	Page
1. Introduction	4
2. Scope of the Policy	4
3. Charging for Academy activity	4
4. Public Examinations	5
5. Remissions	6
6. Voluntary Contributions	6
7. Inter Academy/Trust Charging	6

1. Introduction

- 1.1 The Corpus Christi Catholic Academy Trust (referred to hereafter as the Academy Trust) has developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to respect, objectivity and belief in the dignity of the individual become embedded into every aspect of school life and these policies are reviewed regularly in this regard.
- 1.2 The distinctiveness of a Catholic school is lived out through the care and respect shown for each other. All staff are responsible for a Catholic school's ability to put into effect its ethos, aims and projects.
- 1.3 The Academy Trust supports the creation of a safer culture to ensure the schools are an environment where everyone is safe and happy by reinforcing the safeguarding and well-being of children and young people in its care.
- 1.4 The Academy Trust is mindful of its obligations and duties under the Equality Act 2010 and will be mindful of the protected characteristics in the Equality Act (i.e. age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, pregnancy, maternity and marriage or civil partnership) in the application of this code of conduct.
- 1.5 The Academy Trust may take positive action to help redress any imbalances that may have arisen as a result of past discrimination or disadvantage. The aim of this positive action is to ensure that people from previously excluded groups are included.
- 1.6 This policy complies with the Data Protection Act 2018 (DPA 2018).
- 1.7 This policy meets the requirements of the UK General Data Protection Regulations (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020 viii. This policy meets the requirements of the Protection of Freedoms Act 2012 when referring to the use of biometric data. This policy reflects the ICO's code of practice for the use of surveillance cameras and personal information.

2. Scope of the policy

- 2.1 This policy applies to all employees who work at schools within the Academy Trust.
- 2.2 This policy applies to self-employed staff, trainees, contractors, external consultants, volunteers, agency staff, Directors and governors, whether by direct contract with the Academy Trust or otherwise.
- 2.3 This policy also applies to parents, students, members of the public and users of the school or Trust website.
- 2.4 This policy should be read alongside relevant Academy Trust Policies and Procedures.
- 2.5 This policy complies with the Academy Trust's funding agreement and articles of association.
- 2.6 Unless indicated otherwise, all references to "Governing Body" apply to school's Local Governing Body or Interim Management Board.

3. Charging for Academy Activities

- 3.1 The School Business Manager (SBM) is responsible for calculating the cost of activities offered by the Academy.
- 3.2 Academies may not charge for:-

- (a) An admission application
- (b) Education provided during school hours (including the supply of materials and equipment associated with that provision)
- (c) Education provided outside school hours provided it is part of the curriculum or syllabus for a prescribed public examination, or part of religious education.
- (d) Instrumental or vocal tuition unless the tuition is provided at the request of the parent.
- (e) Examination entry and re-sits if the pupil has been prepared for it at school.

3.3 Academies *may* charge for:-

- (a) Extra materials, books, instruments, or equipment where the parent wishes the pupil to own them.
- (b) Other optional extras that are not part of the national curriculum or religious education.

3.4 Charges **must** not exceed the cost of the optional extra, and may include an appropriate element for:-

- (a) Pupil travel costs
- (b) Pupil board and lodging costs
- (c) Materials, books, instruments or other equipment
- (d) Non-teaching staff costs
- (e) Entrance fees to museums, castles, theatres
- (f) Insurance costs
- (g) Teaching staff costs where they are engaged specifically for the purpose of providing the activity.

3.5 The cost of an optional extra should be determined on the basis of the actual cost to each individual participating in the activity. The charge shall be payable by the parent of the pupil and participation in the activity must be subject to parental agreement.

4. Public Examinations

4.1 The Act prohibits charging for prescribed public examinations for which registered pupils are prepared at school, where a pupil is entered for a prescribed public examination for which he/she has not been prepared by the school (eg where a pupil has received private tuition for the examination or where an examination re-sit is undertaken without further preparation since the occasion of the first examination entry) the cost of the examination entry shall be passed on to the parents.

4.2 A charge may be made for the entry fee if a pupil, with his/her parent's agreement, is entered for a non-prescribed public examination.

4.3 If a pupil without good reason to complete the examination requirements for any public examination (prescribed or otherwise) for which an entry fee has been paid or is liable to be paid, the fee may be recovered from the parent. Failure to complete the examination requirements might include failure to complete course work and/or failure to sit the final examination(s).

4.4 Where a parent asks for the examination results to be re-scrutinised, the charge made by the examining body for this service will be passed on to the parent.

5. Remissions

- 5.1 The Act requires that pupils whose parents are in receipt of income support or family credit may not be charged for board and lodging for participation in a residential visit which forms part of the curriculum for a prescribed public examination or is provided specifically to fulfil statutory duties under the national curriculum. In respect of other optional extra activities, governing bodies should give consideration to the use of funds at their disposal, in accordance with the powers vested in them by Section 109 of the Act, to subsidise the activity and remit charges in full or in part to pupils participating whose parents are in receipt of income support.

6. Voluntary Contributions

- 6.1 The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of any school or in support of any school activity.
- 6.2 In making a request or invitation for voluntary contributions it **must** be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently according to whether or not their parents have made any voluntary contribution.

7. Inter Academy/Trust Charging

- 7.1 Services provided by the Academy Trust to the Academies, and vice versa, and by Academies to one another, may charge for those services. These are charged on a full cost recovery basis plus a standard fee of £25 per invoice to cover the administration charge.
- 7.2 The SBM is responsible for calculating the full cost recovery and agreeing it with the other Academy or Trust. In the event of any dispute the CFOO will decide what the rechargeable amount is.
- 7.3 Wherever possible the full cost of services to be recharged should be agreed prior to the service being provided.