

# CHARGING AND REMISSIONS POLICY

## Cardinal Newman Catholic High School



DIOCESE OF  
SHREWSBURY



CARDINAL  
NEWMAN  
CATHOLIC HIGH SCHOOL

**Approved by:** Jo Langstaff

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**Last reviewed on:** Revised April 2024

**Next review due by:** April 2026

## CHARGING AND REMISSIONS POLICY

### Purpose of Policy

We believe that at Cardinal Newman Catholic High School all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Relationship to other policies

This policy compliments the school's equality policy, curriculum policy, finance policy, educational visits policy and teaching and learning policy.

### Roles and responsibilities of Headteacher, other staff and governors

The Headteacher, staff and governors will ensure that the following applies:

#### 1. *No charges will be made for*

- Education provided during school hours
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

#### 2. *Activities for which charges may be made*

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the

time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

- Residential activities – Board and lodging costs of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.

### 3. *Families qualifying for remission or help with charges*

In order to remove financial barriers from disadvantaged pupils, the governing body 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. This remissions policy sets out the circumstances in which charges may be waived.

Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income Based Job Seekers Allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- Guarantee Element of the State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body, taking into account, as to whether additional help is justified.

### 4. *Additional considerations*

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip