LA SAINTE UNION CATHOLIC SECONDARY SCHOOL

CHARGING AND REMISSIONS POLICY

Policy Title:	**Charging and Remissions Policy**
Date adopted:	November 2026
Date of next review:	November 2027
SLT Lead:	Kat Miller, Director of Operations
Committee:	Resources Committee
Statutory requirement:	Yes

1. Introduction/Context

1.1 This policy is in accord with the provisions of the Education Act 1996 and associated legislation, including the Charging for School Activities advice from DfE (May 2018).

1.2 No charge is made by the school for any education activity provided by school staff during school hours, including materials, books, equipment and transport.

1.3 This policy covers students in years 7 to 11 as sixth form students are covered by the separate LaSWAP charging policy (see Appendix A).

2. Purpose/Aims

2.1 This policy to ensure that equality of access is maintained for all students of La Sainte Union School and that high value for money is achieved.

3. Residential Trips

3.1 Voluntary contributions will be requested from parents/carers for the cost of transport and fees and charges will be made for board and lodging, except for students eligible for Pupil Premium. For these students, a subsidy will be made by the school up to the full cost of the trip, dependent on circumstances and agreed by the relevant Assistant Headteacher.

3.2 All requests for contributions will make it clear that they are voluntary, although trips may not be able to take place if insufficient contributions are received.

3.3 Parents/carers will always be informed that they should speak to the residential leader if they are having any difficulty making the contribution.

4. Day Trips

4.1 Voluntary contributions will be requested from parents/carers to cover the total cost. For students eligible for Pupil Premium, a subsidy will be made by the school up to the full cost of the trip, dependent on circumstances and agreed by the relevant Assistant Headteacher.

4.2 All requests for contributions will make it clear that they are voluntary, although trips may not be able to take place if insufficient contributions are received.

4.3 Parents/carers will always be informed that they should speak to the trip leader if they are having any difficulty making the contribution.

5. Work Experience

5.1 The cost of travel to work experience locations over and above the cost of normal daily travel to school will be refunded by the school at the request of parents/carers whose children are eligible for Pupil Premium, if the location has been agreed in advance by the school.

6. Music Tuition

6.1 Voluntary contributions will be requested from parents/carers up to the full cost of providing music tuition, music and instrument hire, for individual or group instrumental lessons, in or out of school hours, except for students eligible for Pupil Premium. For these students, a subsidy will be made by the school up to the full cost of the tuition and hire, dependent on circumstances and agreed by the relevant Assistant Headteacher.

6.2 Where the tuition is provided at the request of the parent/carers, they will be charged for up to the full cost of providing music tuition, music and instrument hire. Where the student is eligible for Pupil Premium, a subsidy will be considered by the school up to the full cost of the tuition and hire, dependent on circumstances and agreed by the relevant Assistant Headteacher.

7. Examination Fees

7.1 Examination fees may be charged to parents/carers if:

- 7.1.1 a student fails to complete the requirements for an exam where the school has paid the entry fee;
- 7.1.2 the student was not prepared for the exam at the school;
- 7.1.3 the exam is not an outcome of a course taught at the school but the school arranges for the student to take it (however, all heritage language exam fees will be met by the school), or;
- 7.1.4 a parent requests that an exam paper is remarked or an exam script is recalled.

8. Printing Costs and Other Incidentals

8.1 An allowance for costs of printing and other incidentals may be provided to students by the school.

8.2 The level of this allowance will depend on the student's year group and requirements of the subjects being studied and will be communicated to students (or their parents/carers).

8.3 Any printing and other incidentals requested by a student in excess of their allowance may be asked to be "topped up", payable by the student (or their parents/carers).

8.4 Consideration will be given to the use and level of charges to "top up" allowances by students who are eligible for Pupil Premium.

9. Deposits

9.1 Refundable deposits may be requested for:

- 9.1.1 books issued to students, refunded at the end of the course they are returned;
- 9.1.2 padlocks and keys for lockers, refunded when they are returned, and;
- 9.1.3 other equipment as agreed and communicated.

9.2 If a student cancels their place on a trip without sufficient notice, or loses or damages any items loaned to them via a deposit, they may lose their deposit.

9.3 If a non-refundable deposit is to apply to the loan of any item in order to cover costs (e.g. locker key, where the deposit is part-refundable), it is made clear prior to payment.

10. Online Payments

10.1 Online payments are encouraged for all payments by parents/carers to the school. This includes loading up the student's canteen account, purchasing books and other resources, and paying for trips and events. This approach reduces the requirement for students to bring cash onsite.

10.2 Online payments by credit card may include a charge to cover the transaction charges.

11. Property

11.1 **School property – students:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a student may be charged wholly or in part to the parent/carer at the Headteacher's discretion.

11.2 Students (and their parents/carers) who are loaned valuable equipment (e.g. laptops/other devices) may be asked to sign to acknowledge receipt, that they will only use it for the intended purpose, and that they (or their parents/carers) may be asked to pay for repair/replacement in the event of damage/loss.

11.3 **School property – visitors:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a visitor to the school site may be charged wholly or in part to them or the responsible organisation at the Headteacher's discretion. This includes property belonging to organisations working on the school site.

11.4 **School property – staff:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a member of staff may be charged wholly or in part to the member of staff at the Headteacher's discretion. This includes property belonging to organisations working on the school site.

11.5 There are some items of school property that staff members may be required to have, including (but not limited to) an ID badge, keys for specific areas of the school, a walkie talkie, a laptop/tablet/mobile phone/other device, etc. These items will be allocated to staff without charge, but any repair/replacement due to loss or damage may be charged to the member of staff (these rates are currently £5 for an ID badge, between £28 and £36 for a barrel key, £150 for a walkie talkie). Staff may be asked to sign for some items to acknowledge receipt and that they may be asked to pay for repair/replacement in the event of damage/loss. Staff may be asked to pay a deposit for bike locker keys or other items to cover cost of replacement if lost.

11.6 Charges incurred through driving vehicles on school business such as parking fines or traffic violations may be charged to the individual member of staff.

11.7 **Student/Staff/Visitor property:** Whilst the school will take a reasonable view of the security and condition of property brought on site and will do our best to ensure it is protected, the school is not liable for the damage or loss of any property (including cash), including that which is confiscated by the school. Students are advised not to bring mobile phones, laptops or other devices to the school site.

11.8 The Headteacher will apply discretion on a case by case basis, but if a student, staff member or visitor is bringing an item of value on site, e.g. a musical instrument or a laptop/mobile phone/other device, it is their responsibility to ensure it is insured and secured appropriately. Personal deliveries to the school site are not encouraged and are made at the individual's own risk.

11.9 A visitor to the school site is defined as anyone other than staff or students who are on the school site – visitor, contractor, agency staff member, governor, lettings user, etc.

11.10 This policy applies when loss or damage to the school's property takes place away from the school site. It applies when loss or damage to a student/member of staff's personal property takes place away from the school site when under the supervision of the school/on school business.

12. Responsibilities

12.1 Responsibilities of the Senior Leadership Team

12.1.1 The appropriate Senior Leader is required to give due consideration to all requests from parents/carers for financial support with costs.

12.2 Responsibilities of staff

12.2.1 Staff with responsibility for organising trips, provision of printing allowances, and other equipment/activities covered by the above policy are required to ensure that they make the contributions/charges/deposits clear, as well as the right for parents/carers to ask for assistance with the cost.

12.2.2 Staff are expected to respect and show responsibility for the school's equipment and facilities, supporting students to do the same, and taking responsibility for any items of school property that they are required to have (e.g. ID badges, keys, walkie talkies, electronic devices, etc.). This includes not allowing students or other unauthorised persons to use these items without appropriate permission.

12.3 Responsibilities of students

12.3.1 Students are expected to make their parents/carers aware of activities that require payments/contributions in a timely manner, and to make any agreed payments by the deadline.

12.3.2 Students are expected to respect the school's equipment and facilities.

12.4 Responsibilities of parents/carers

12.4.1 Parents/carers are encouraged to make all payments to the school via the school's online payment system to reduce the requirement for students to bring cash onto the school site.

12.4.2 Parents/carers are expected to raise any issues with meeting requested contributions/charges with the school in a timely manner, and to make any agreed payments by the deadline.

13. Related Policies/External Links

13.1.1 The LaSWAP charging policy should also be referred to as it sets out the policy for sixth form students (see Appendix A).

13.1.2 This policy links with our Educational visits, residential journeys and learning outside the classroom policy.

13.1.3 This policy complies with the Charging for school activities advice from DfE 2018.