



St Gabriel
the Archangel

Catholic Multi-Academy Trust

CHARGING AND REMISSIONS POLICY

POLICY TO BE REVIEWED EVERY YEAR OR EARLIER DUE TO ANY LEGISLATIVE
CHANGES

FOR ALL ACADEMIES PART OF ST GABRIEL THE ARCHANGEL CATHOLIC
MULTI-ACADEMY TRUST

Approved by Board of Directors: December 2025

Next Review: 11th December 2026

1. Legal Framework

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with the St. Gabriel the Archangel CMAT's funding agreement and articles of association.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented, and the circumstances under which voluntary contributions will be requested from parents/carers

3. Responsibilities

The Board of Directors of the St Gabriel the Archangel Catholic Multi-Academy Trust are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents/carers will be considered by the Principal.

4. Introduction

All the education we provide during normal academy hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small group music tuition and optional extras.

The Board of Directors recognises the valuable contribution that a wide range of activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

The Board of Directors aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, the Board of Directors reserves the right to make a charge for certain activities organised by the Academy from time to time.

5. Optional Extras

Each Academy which is part of the Trust endeavours to provide a range of activities which are held outside the compulsory curriculum.

- Parents/carers will be notified in advance of any such activities and their estimated cost, and asked to make a contribution.
- Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is to be made.
- Any charge will depend upon the type of activity, its cost and the number of participants.
- The charge will not exceed the total cost of providing the activity.
- Charges may include an appropriate element of: the pupils' travel cost; the pupils' board and lodging cost; materials, books, instruments, and other equipment; extra staff costs; entrance fees to museums, castles, theatres etc; insurance costs.
- The expenses only of participating teachers engaged on a separate contract to provide an 'optional extra'.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges may be made.

6. Voluntary Contributions

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents/carers to make a contribution towards the cost of the visit.

Pupils will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled

If a parent/carer wishes their child to take part in a visit or event, but is unwilling or unable to make a voluntary contribution, we do (subject to circumstances) allow the child to participate fully in the visit or activity. Sometimes the Academy pays additional costs in order to support the visit. Parents/carers have a right to know how each visit is funded, and the Academy provides this information on request.

The following is a list of additional activities known as 'optional extras' as examples, and not an exhaustive list:-

- Breakfast/After-school club
- Visits to museums, art galleries, historical buildings, places of interest
- Sporting activities or competitions which have transport costs
- Outdoor adventure activities
- Visits to or by theatre company/Musical events
- Residential activities

7. Residential Activities

If the activity is during Academy hours, charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees etc.

Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is to be made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other costs will be covered by the charge.

8. Materials, Equipment and Ingredients

The Board of Directors reserves the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example during design and food technology lessons for pupils.

It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside Academy hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply Academy uniforms including PE Kit).

9. Examination Fees

No charge will be made for the first attempt at a prescribed public examination for which the pupil has been prepared by the Academy. If a pupil fails without reasonable cause to complete the examination requirements of any public examination for which the Academy has paid the entry fee, the fee involved may be recovered from the pupil's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the pupil, the fee payable by parents/carers may be remitted by the Board of Directors.

Where a pupil wishes to enter a public examination for a subject/course not delivered by the Academy, the Board of Directors may make a charge for the cost of entering the pupil for the examination if previously agreed by the parent/carer.

Heads of Faculty/Department recommend which of those candidates who did not reach their potential grade should be re-entered for exams at the Academy's expense (Exams Cost Centre). Parents/carers can request to pay for a resit if the Academy has not already recommended for this to take place.

A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other pupils. The Academy reserves the right to withhold exam certification until payments are made.

10. Music Tuition

There is a charge for individual/small group tuition in the playing of a musical instrument, whether in or out of Academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be a reduction or no charge to those families in receipt of state benefits depending on the circumstances and take up in each individual Academy, determined on a case by case basis by the Principal.

11. Swimming

The individual Academies organise swimming lessons for pupils in KS2 and KS3. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we may ask for a voluntary contribution from parents/carers to cover the cost of transport. We inform parents/carers when these lessons are to take place, and we seek written permission for participation.

12. School Meals

No Charge will be made for pupils entitled to Free School Meals and those under the Government's Universal Free School Meal in Key Stage 1 (Reception class, Year One, and Year Two). We charge all pupils not entitled to the above an amount determined locally by the Local Governing Body (LGB) annually for Primary and Secondary Meals.

13. Milk (Primary Academies Only)

There is an option for children to receive fresh milk each day. This milk is free for children who are entitled to Free School Meals. This milk will be provided to children in the form of a carton or a cup.

For parents who would like their child to receive milk and are not entitled to Free School Meals, a charge will be levied that will be no greater than the cost of the milk purchased by the school. This charge must be paid before the end of the first week of the school term for which it is required. If no payment is made by the date, then the school will not be able to provide any milk during this term unless the child becomes eligible for Free School Meals.

14. Damages to Property and Breakages

A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal/Senior Finance Partner may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

15. Community Users/Private Hirers

The Academy may arrange to LET its premises and facilities to members of the local community, other organisations, businesses, charities and sports clubs.

16. Consultancy Services

The Multi-Academy Trust may arrange to provide consultancy services to other providers under a service level agreement and appropriate charges made.

17. Loss of School Equipment and Educational Resources

A charge will be made to replace or pay for the cost of lost items of school equipment / educational resources that have been made available to support pupils with their studies.

18. Before and After School Clubs

Before and After school clubs may be provided to assist parents and carers with their child care and work arrangements. There will be a charge made for both of these facilities. This is made to cover staffing and food costs where provided.

19. Private Fees

Any report of data that is requested on a child for the purpose of a third party private assessment requested by a parent/care will be charged at an agreed rate by the Principal in agreement with the Chair of the LGB. This rate will include the cost for staff time in relation to the administration of the request.

20. Charity/Fundraising Events

As a Multi-Academy Trust all our individual Academies may give to charity on a regular basis as part of their Catholic ethos. The main charities supported by the St Gabriel the Archangel Catholic Multi-Academy Trust are CAFOD, The Good Shepherd, and Father Hudson's Homes. Pupils may choose other charities and causes approved by the Principal. Letters will be explicit in outlining where the monies go to, and a clear distinction will be made about school fundraising activities.

21. Remissions

We will comply with the legal requirements for remissions as outlined throughout this policy for pupils entitled to such remissions.

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school meal entitlement,

also be entitled to the remission of charges for board and lodging costs during residential visits. The relevant support payments are:-

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you’re 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 you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Version	Date	Action/Notes	Signature of the Chair of Committee/Board
1	11/12/2025	Approved at Board of Directors	J. Bridgewater