The Cardinal Wiseman Catholic School

Omnia Pro Christo – All Things for Christ

Charging and Remission Policy 2026/27

Our Ethos

The Cardinal Wiseman Catholic School subscribes to the ethos and vision encapsulated by “All things for Christ” (Omnia Pro Christo).

Thus, our commitment to the development of human ecology, divine inspiration, Catholic Social Teaching, the counter-cultural element of our work and a constant quest for excellence inspire us daily. We want our students to flourish at Cardinal Wiseman in order that they will have the knowledge, skills, compassion and agency to make the world a better place.

Date approved by Governors	October 2026
Date of next approval	October 2027

The Cardinal Wiseman Catholic School

Charging and Remission Policy

Policy drafted by: Mr. D P Coyle
Approved by Governors: October 2026
Reviewed: October 2026
Next Review: Determined by Headteacher and Governing Body
Person to review (position, not name): Headteacher

This policy should be read in conjunction with all other policies and not as a standalone policy

Reasons for this policy

The policy of the governors of the Cardinal Wiseman Catholic School is to provide free education for all attending pupils. It should be noted that many activities can only take place with the benefit of voluntary contributions from parents/carers who wish their children to take part. The Governing Body has, therefore, set up a Charging and Remissions Policy for certain activities in school.

Outline

We believe that a school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from curricular and extra-curricular experiences.

1.1. For activities such as music tuition, field trips, concert and theatre visits the Table (below) indicates those for which charges will be made. It also covers charges related to examination fees in specific cases.

1.2. Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents/carers may be asked to contribute towards the cost.

1.3. Legislation states that a pupil should not be debarred from a visit if a parent/carer does not wish to contribute. In cases of family hardship, parents/carers may apply, in confidence, to the school for exemption from such contributions which shall be met by funds provided via the Governing Body. It should be made clear, however, that many activities can only take place with the benefit of voluntary contributions from parent/carers who wish their children to take part. If the contributions received do not cover the cost of arranging the activity, the activity might be cancelled.

1.4. Failure to contribute, however, would not in itself prevent a student from participating in an activity.

1.5. Where a parent or carer is on Income Support; Income-based Jobseeker's Allowance; Working Families' Tax Credit or Disabled Person's Tax Credit, all charges will be remitted on completion of

the necessitous children's fund form and the school will bear the cost from its budget or from voluntary school funds.

Activities not run by the School or LA

There may be occasions when an organisation other than the LA or the school Governing Body arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school. In the case of a pupil being absent for an annual holiday, the school needs to authorise the absence. Parents are asked to keep such requests to a minimum. No more than ten days may be authorised in a school year.

The Governing Body reserve the right to charge for any or all the activities and items listed below.

Please note that <u>all</u> payments for <u>all</u> trips and events are paid through Parentpay as we are a cashless school.

Activity	Comment
Practical classes e.g. cooking, resistant materials	Contributions may be asked for.
Individual Instrumental music Tuition that is over and above the National Curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the Music Service increase. Parents in receipt of certain benefits may be eligible for a reduction of fees. The first child in any family pays full fees, the second and subsequent child(ren) will pay half fees. Any examination fees are to be paid by the parents.
Transport to Work Experience	Parents will pay directly any extra monies if required (except in the case of Statemented pupils, where the Statement refers to transport.)
Activities outside school time not related to statutory duties	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged except in cases of statutory remission when families are in receipt of state benefits.
Re-scrutiny of exam results	Parents to pay all charges unless initiated by a member of staff.
Exam entry for a prescribed exam for which pupils have not been prepared by school	Parents to pay all charges
Entry for an exam which is not on prescribed list where preparation takes place outside school hours	A charge will be made

Recovery of wasted exam fees. This applies to parents who wish independently to change the exam paper that their child is taking or for students who have not attended an exam and have no reasonable excuse.	Parents to be charged
Educational visits and field-trips that are part of the preparation for an exam/coursework	Parents will be asked for a voluntary contribution
Re-take of a public exam in order to improve a grade	Key Stage 5/A-Level re-takes will be charged to students/parents
Failure to return school resources borrowed by students e.g. library books, textbooks, or any other property	A charge will be made for all items.
Non-accidental damage	A charge will be made