STATEMENT OF INTENT

The mission of the Lumen Christi Catholic Multi-Academy is

To work together with trust, respect and love to provide
the highest quality of Catholic education to our communities

The Board of Directors recognise the importance of enriching the curriculum through ‘hands on, real life’ experiences such as visits by outside professionals to school and visits off site. This policy has been written in line with the documents: Charging for School activities DfE Oct 2014 and The Council for Learning Outside the Classrooms Charging Policy.

1. CHARGING

1.1 All activities undertaken during school time shall be provided free of charge (except for board and lodgings on residential trips, the full cost of visits where more than 50% of the visit takes place outside of school hours and optional extras such as extended services e.g. breakfast club, music tuition requested by parents, and examination entry fees where the pupil has not been prepared for the examinations at the school).

1.2 Where families are in receipt of certain benefits no charges can be levied for board and lodgings.

“Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are receiving: Universal Credit; Income Support; Income-based Jobseeker’s Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190 FY 13/14) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.” (DfE 2014)

1.3 Where a charge is made the school will not charge in excess of the actual cost of providing the service divided by the number of participating pupils/students.

2. VOLUNTARY CONTRIBUTIONS

2.1 Parents can be asked for a voluntary contribution, in accordance with page 5 of the above mentioned DfE document. Any letter to parents, asking for such a contribution, must make it clear that this is a voluntary contribution and that pupils at the school will not be treated differently, according to whether or not their parents make a contribution in response to the request. Parents should be made aware that, if there are insufficient voluntary contributions to fund the trip, it may be cancelled.

2.2 No child will be discriminated against because their family cannot or are unwilling to make a contribution.
2.3 Schools who are members of the Lumen Christi Catholic MAC may add a small and stated percentage to the cost of a visit funded through voluntary contributions to create a benevolence fund to assist families who would face difficulties meeting the cost of a contribution however, these contributions are all voluntary.

2.4 Where a trip takes place outside of normal school time, a charge may be made, in accordance with this policy. Where a charge for residential accommodation is made the charge cannot include the cost of transport. However, voluntary contributions can be asked for.

2.5 Letters to parents setting out the costs of residential trips, must clearly distinguish between the chargeable element and the voluntary contributions required.

2.6 School trips should not be costed to generate a profit. However, it is accepted that there may be occasions when this happens.

2.7 Letters to parents should state that, although there is no intention to make a profit, should this prove to be the case, it will be allocated to fund future school trips.

3 EXAMINATION FEES
3.1 We may charge for examination fees if:
   • The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
   • The examination is not on the prescribed list, but the school arranged for the pupil to take it.
   • A pupil fails, without good reason, to complete the requirements of any public examination where the Academy Committee or LA originally paid or agreed to pay the fee.

4 EXAMINATION RE-SITS
4.1 Where a pupil is entered for a second or subsequent attempt at an examination by the school we will pay the fee.

5 DAMAGED OR LOST ITEMS
Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A request for a contribution to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

6 REMISSIONS
6.1 Where families are in receipt of benefits as set out at point 1.2 there will be no charge for board and lodgings on residential trips.

6.2 Where children are entitled to free school meals, the voluntary contribution element of any school visit may be partially funded by the Pupil Premium at the discretion of individual schools in line with school policy.

6.3 To request assistance, parents should contact their child’s school directly.
For further information, please refer to the Department of Education publication: ‘Charging for school activities’, October 2014 (DFE-00244-2013) and also Council for Learning Outside the Classroom – Charging Policy Document

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<th>Date Approved/Approving Body:</th>
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Notes to policy taken from the DfE guidance Charging for School Activities October 2014.

Schools and local authorities can charge for:
- any materials, books, instruments, or equipment, where the child’s parent wishes him/her to own them;
- optional extras (see below)
- music and vocal tuition, in limited circumstances
- certain early years provision community facilities
- community facilities

“Optional extras” definition includes the following:

education provided outside of school time that is not:
- part of the national curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).