

# SACRED HEART HIGH SCHOOL



## CHARGING & REMISSIONS POLICY

NOVEMBER 2025

*To be reviewed in Nov 2026*

*This Policy should be read in conjunction with  
all other Sacred Heart High School Policies*

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## **1 INTRODUCTION**

The Mission Statement of Sacred Heart High School Hammersmith aims to respect the uniqueness, worth and development of each individual.

Sacred Heart High School's legal entity is The Sacred Heart Academy Trust Limited, known hereafter as 'The Academy'.

Throughout this policy, the term 'parents' means all those having parental responsibility for a child.

## **2 CHARGING**

Charging will be permitted for the following activities:

1. The full costs of board and lodging on residential visits.
2. The full costs associated with individual or small group tuition in the playing of a musical instrument, not linked to GCSE, whether in or out of Academy time
3. The full costs of activities which take place wholly or mainly outside of Academy hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education. This includes for example Battle of the Bands and LAMDA.
4. The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside Academy hours.
5. The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the Academy.
6. The full costs of entering a student for a prescribed public examination where the School has decided there are educational reasons for not entering the student.
  - If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
  - There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.
7. The costs (full or partial at the Academy's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the Academy.
8. The Academy will charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.
9. The Academy will charge an administrative fee (Approximately £10) for the cost in terms of time, equipment and materials for the copy of a student file or related items. In exceptional circumstances this fee may be waived.

### **3 REMISSIONS**

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full or part of the cost of board and lodging for:

1. Any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination
2. Any residential visits outside Academy time which are covered by the following criteria, where the education is provided:
  - a. To fulfil any requirements specified in the syllabus for a prescribed public examination;
  - b. Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act;
  - c. The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum;
  - d. Specifically to fulfil statutory duties relating to Religious Education.
3. The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

#### **Insurance**

Any insurance costs will be included in charges made for trips or activities.

### **4 VOLUNTARY CONTRIBUTIONS**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary that children of parents who do not contribute will not be discriminated against.

### **5 RATIFICATION**

This Policy has been approved and ratified by the Staffing, Management & Finance Committee of the Governing Body in November 2025. The Policy will be reviewed annually.

The policy will be promoted and implemented throughout the Academy.



Mrs S O'Donovan, Headteacher



Gavin Leonard, Chair of Staffing, Management & Finance Committee