

# St Mary's and St Joseph's RC Federation

## Charging and Remissions Policy

Adopted: July 2016

Review date: July 2017

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children who are entitled to receive free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged the menu price of the items they purchase.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

There is no charge for examinations that are not on the set list, but which have been arranged by the school.

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school. (See Optional Extras under para 5).

There is a charge for remarking exam papers, unless the remark results in a higher grade than that originally awarded in which case the charge will be waived.

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no compulsory charge for activities during school hours with the exception of music tuition. (See para 8.) However, the school may ask for a voluntary contribution towards the cost of such activities. (See para 12.)

There is no compulsory charge for transport during school hours to school-organised activities. However, the school may ask for a voluntary contribution towards the cost of such activities. (See para 12.)

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge);

- optional extras (See para 5);
- music or vocal tuition (See para 8).

## **5. Activities that take place outside school hours (non-residential)**

There is no compulsory charge for activities that take place outside school hours when they are:

- part of the set curriculum, including sports matches against other schools;
- part of the syllabus for a public examination that the pupil is being prepared for by the school;
- part of the school's basic curriculum for religious education.

### **Optional extras**

The school will charge for optional extras. Optional extras include:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit.

### **Breakfast Club**

The school operates a breakfast club during term time between 8am and 8.45am daily. At present there is no charge levied by the school on parents whose children use this facility. This will be reviewed in July 2017. Breakfast may be purchased from the contract caterer.

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the resources committee. The charges are appended to this policy and both will be published on the school's website.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. (See para 12.)

When calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school requires the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in para 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined in para 5.

## **7. Residential activities**

**The school will not charge for:**

- education provided on any visit that takes place during school hours;
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- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- travel costs where the residential activity is classed as being within school hours;
- residential activities that take place during school hours.

### **The school will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost. (See para 11.)

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remission, but no other pupils will be charged extra to cover those costs.

#### **Activities**

The school may charge for residential activities falling outside school hours. (See para 5.)

### **8. Music tuition within school hours**

St Mary's RC High School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Peripatetic music teachers deliver music teaching requested by parents to individual pupils. The cost of these lessons is met by parents and is invoiced by and paid directly to the peripatetic teachers.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

St Mary's RC High School is committed to ensuring equal opportunities for all pupils including access to specialised music tuition. Therefore, charges made for music tuition within school hours will be remitted for pupils receiving free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **9. Extended services**

St Mary's RC High School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services).

Extended services could enable the school to provide:

- ways of intervening early when children are at risk of poor outcomes, eg by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services);
- ways of increasing pupil engagement;
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Any charge levied will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **10. Damage to property and breakages**

Where school property has been wilfully damaged by a student or indeed a parent, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and will be dependent on the situation.

## **11. Remission and concession**

The school will give consideration to the remission and concession of charges to parents or carers who receive the following support payments:

- Income Support;
- Income based Job-seekers Allowance;

- Child Tax Credit (where the person is not receiving Working Tax Credit as well);
- Support under part VI of the Immigration and Asylum Act 1999;
- Guaranteed Element of State Pension Credit;
- Income-related employment and support allowance.

Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## 12. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.




In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. At St Mary's we do not charge for anything that is not in the National Curriculum.

## 13. Inability or unwillingness to pay

St Mary's RC High School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

	Mr R Gabb	Chair of Resources Committee	<u>12</u> July 2016
	Mr C Lambert	Headteacher	<u>12</u> July 2016
	Mr B Finlow	Bursar	<u>12</u> July 2016

This policy will be reviewed annually.