



St. Gregory's Catholic High School

Charging and Remissions Policy

Monitoring

The implementation of the policy will be monitored by the Director of Finance and Resources.

Evaluation

The policy was reviewed by the Director of Finance and Resources and Senior Leadership Team on 4th November 2021 prior to the submission of the policy to Governors' Resources Committee for scrutiny and recommendation to the Full Governing Board for approval.

Policy Review Dates:

Date last approved by Full Governing Board: 1st April 2020

Date submitted to Governors' Committee: 8th November 2021

Date submitted to Full Governing Board: 8th December 2021

Review Frequency: Annual

Start date for policy review: June 2022

To cover:

- Voluntary contributions
- School trips and visits
- Examination entries
- Materials and textbooks
- Out of school activities
- Damage and loss of property
- Lettings
- School minibus travel
- Other charges
- Remissions

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any exercise books or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

Voluntary Contributions

'Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents 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 will not take place.'

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Headteacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging and remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions, requesting that they contact the signatory on the letter for further information, support and guidance.

Departments can seek support for students via the Director of Finance/SLT for activities which would normally incur a charge according to the policy.

Specific examples of how this policy may be applied:

School Trips and Visits

Day Trips: No charge will be levied in respect of day trips that take place during school hours or are part of the subject specification, except for the transport element. The transport offered to and from the trip will be optional for parents and the ability to transport their own child possible.

Curriculum enhancement trips during the school day are optional for students and a charge will be levied.

Residential Trips – Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, except for the transport element. The transport offered to and from the trip will be optional for parents and the ability to transport their own child possible. A charge will be levied for board and lodging, entrance fees and insurance.

Residential Trips – Non-essential: For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied as per essential trips.

Leftover funds

- Any money left over from trips and activities up to the value of £50 will be put towards school improvements and rewards. Any money left over exceeding the value of £50 will be redistributed equally between the contributors.

Collection of payments

- All money for school trips and activities should be given directly to the Finance Officer who will ensure that sufficient documentation is kept allowing visibility of who has paid, and for what reason. The money will be secured overnight in a safe with limited access rights. Parents will be asked to use the online payment system as the default option to minimise the amount of cash in school. Staff should not collect money from pupils, if they choose to do so they will be responsible for it.

Examination Entries

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.
- Parents will be notified when pupils examination marks fall within a reasonable boundary for remark purposes with the option to pay for the service, the school will not offer a remark option free of charge.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients (dependant on the complexity of the dish) and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that forms an essential part of the syllabus for an approved examination (except for the cost of transport). If a pupil is prepared, outside school hours, for an examination that is not set out in regulations; a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. 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 school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

School Minibus Travel

- Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. The Local Authority supplies permits for school minibuses.
- Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment in cash or kind (for example a club subscription) by or on behalf of a person that gives him/her a right to be carried.

Other charges

The Headteacher, Finance Committee or Governing Board may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report or as a result of a Freedom of Information request.

Remissions Policy

The Headteacher, Finance Committee or Governing Board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

The education provided on that trip cannot be charged for; and the pupil's parents/carers are in receipt of Income Support, Child Tax Credit (provided that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed the current years' level), the guaranteed element of State Pension Credit and Income Related Employment & Support Allowance (introduced from 27 October 2008) or Income Based Jobseeker's Allowance (entitling the pupil to FSM). Additional support may be made available through Pupil Premium funding for Ever 6 pupils, Looked after pupils, adopted or service pupils (up to the value of their funding).