



# Charging Policy

# 2016

The aim of this document is to provide a comprehensive manual for charging for services in school.

Agreed by Governing  
Body 23rd February  
2016.

Version: 3.0

Author: P Thomas,  
Business Manager

## OUR MISSION STATEMENT

As a Catholic school we intend to put Jesus Christ at the centre of everything we do.

*'I have come that they have life and have it to the full' John 10:10*

Therefore we will strive:

- To live the Gospel.
- To promote excellence and achievement for all.
- To nurture partnerships.

This will be done by;

- proclaiming and living out the faith of the Catholic Church, supporting each other in the shared endeavours of teaching and learning, prayer, worship and charitable works,
- promoting and practising just and caring attitudes and actions towards all persons,
- respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self-esteem and mutual encouragement,
- ensuring that the most effective opportunities for the education of Pupils are established in all areas of the curriculum,
- pursuing the highest Standards in all we do and by constantly seeking improvements,
- developing and maintaining close co-operation with the Parents who entrust their children to us, with the parishes who also seek the spiritual and religious formation of our young people, with our local associated schools and colleges and with the wider community.

## Introduction

All LA maintained schools are required by the Education Reform Act 1988 to have and to publish a charging and remissions policy, having taken account of LA policies in these regards.

The Board of Governors recognises the valuable contribution that the wide range of additional activities, including clubs, excursions and off-site experiences, both residential and non-residential, can make towards pupils' general education and to their personal and social development.

The Board of Governors wishes to encourage such activities as part of a broad and balanced curriculum for all pupils and as additional optional opportunities.

## Charges

No Charges will be made under the following circumstances: -

- Activities/resources required by the National Curriculum
- Activities/resources required by time-tabled R.E. courses
- Activities/resources essential for public examination courses prescribed by the Secretary of State taught by the school.
- Fees for examinations prescribed by the Secretary of State, for which the school has provided preparation with the exceptions detailed below.
  - materials used by craft/practical lessons (unless parents have indicated in advance that they wish to own the finished article)
  - activities which take place wholly or mainly (i.e. more than 50%) in school time. (Travel time is counted but lunchtime is not.)
- In the case of residential visits/courses, a different 50% rule is used in which half-days (midnight – noon, noon – midnight) are compared to the number of possible school sessions (am/pm) in the period of the visit/course.

**N.B.** In the case of off-site activities, voluntary contributions will be required to cover the costs of visits, field trips etc. Without such contributions few off site activities (if any) would be possible. See below on voluntary contributions.

Charges may legally and, except in exceptional circumstances, will be requested for:

- Board and lodging costs in all residential activities, except as in paragraph above.
- Activities taking place mainly or wholly outside school-time (subject to 50% rule)
- The cost of examinations:-
  - for which the school has provided no preparation or has provided preparation outside of school hours
  - which are not on the Secretary of State's list of prescribed examinations
  - which a pupil has failed to attend or for which s/he has failed to complete required coursework without good cause (as defined by the school)
- In the event of individual music tuition (if this is not part of a GCSE course nor required by the National Curriculum) and related costs, such as the costs of sheet music, manuscript books and examination fees. Parents may purchase individual music tuition direct from the external music teachers. For those studying for GCSE music the school will pay 50% of the cost of the tuition for as long as the school has the budget capacity to do so. The contract remains between the individual and the external music teacher.
- The cost of any deliberate, willful or careless damage.
- Cost associated with theft or fraud against the school or it's contractors on site.

## Remissions

Where charges are in general permissible, parents in receipt of Family Credit or Income Support have a statutory right to full remission of board and lodgings costs of residential visits deemed to be in school hours or required as part of a prescribed examination syllabus or for national curriculum purposes.

There are limited school funds to help in other cases of financial hardship. Whenever payment for an activity is requested, parents receiving Family Credit or Income Support, and any other parents in financial hardship, should contact the Headteacher, in the strictest confidence, to discuss the remission of charges for activities. Every effort will be made to respond with full or partial remission in the context of available school funds.

## Voluntary Contributions

Schools generally do not receive any significant funding for excursions, visits, off-site activities (whether compulsory or optional) and are therefore allowed to ask for voluntary contributions to cover the cost of individual pupil participation in such activities. In fact it must be recognised that, without parental generosity and support, most of the off-site, extra-curricular and optional activities could not take place at all. We are always grateful for parents' support for these opportunities which are arranged for their children's benefit. However, regrettably, we may need at times to cancel activities if voluntary contributions do not cover the costs involved or if we do not have the means to cover the costs of pupils whose parents cannot, or choose not to, make a contribution.

Details of remissions and voluntary contributions will be given clearly in letters informing parents of events/activities involving payment.

School Operating Hours

09:00 to 12:45

13.35 to 15.35