



Saint Joseph's

CATHOLIC SCHOOL

Charging & Remissions Policy (Version 3 November 2016)

To be reviewed by Finance & Premises Committee
November 2018

Charging & Remissions Policy

Success Criteria:			
Context/Aim To enable as many children as possible to experience the world beyond the classroom as an essential part of learning and personal development. We aim to provide a wide range of activities both extra-curricular and within school time.			
Monitoring Procedures:			
By Whom: Bursar	When: Biennially	How: Updating policy to take into account new legislation	
Evaluation:			
By Whom: Governors' Finance & Premises committee	When: Biennially	How: Minutes of meetings	
Version	Approved	Review Date	Additional Information
1.0	Dec 2003	Sept 2004	
2.0	January 2006	October 2006	
2.1	October 2006	October 2007	
2.2	January 2009	January 2010	
2.3	January 2010	January 2012	
2.4	January 2012	January 2014	
2.5	January 2014	January 2016	
3	November 2016	November 2018	Rewrite

Key Personnel	
Head teacher:	Overall responsibility
Bursar and finance officer	Delegated responsibility

Vision Statement:
<p>St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.</p> <p>At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth and justice. We want each pupil to be healthy in mind, body and spirit.</p> <p>Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.</p> <p>We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.</p> <p>We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.</p> <p>We are committed to aspiring for excellence in all that we do for the sake of the Gospel.</p>
Head teacher

National Policies and guidelines**Document Title and date:**

Provisions concerning charging for school activities can be found in sections 449-462 of the **Education Act 1996** and in **The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999** (SI 1999 No. 2255). DfE publication Charging for school Activities 2014

Other SJCS Policies that relate to this Policy:

St Joseph's Vulnerable learners statement
Exam policy

Charging & Remissions Policy

1. Responsibilities – Charging

- 1.1 No charges will be made for admission to St Joseph's Catholic School. Where education is provided wholly or mainly during school hours, it is free. We will not levy a compulsory charge for admission costs or visits to museums, etc. during school hours. Transport costs are deemed 'optional extras' and can therefore be chargeable.

The governing body of St Joseph's will charge the full cost of any activities which take place mainly or wholly outside school hours and which are not part of a syllabus for a public examination, or are provided specifically to fulfil statutory duties relating to the National Curriculum or religious education. Sometimes the cost might be reduced by fund raising or subsidy.

Books and other materials are provided free of charge and remain the property of the school. However, charges will be made for optional revision guides supplied by the school.

The governing body may charge parents/guardians for ingredients or materials used in practical subjects such as art and cooking.

A charge of £34 will now be made for those who wish to take part in work experience week. Pupils not taking part will spend the week in school instead.

2. Residential Trips

- 2.1 The governing body will charge for the board and lodging costs of a residential visit where the education provided on that visit must otherwise be provided free. For exceptions to this policy statement please see **Remissions** below.
- 2.2 Once all expenses are paid should there be any surplus income from a residential trip totalling more than £10 per pupil, parents will be informed and invited to donate the amount to the school or request a refund.

3. Voluntary Contributions

- 3.1 The headteacher or governing body may ask parents for a voluntary contribution towards the cost of:

- ❖ any activity which takes place during school hours
- ❖ school equipment (scientific calculator, dictionary, thesaurus etc)
- ❖ school funds generally.

- 3.2 The contribution will be genuinely voluntary, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

A standard paragraph in letters to parents regarding trips/events:

We would invite a voluntary contribution from parents. No child will be excluded from such an activity because his/her parents cannot or will not contribute. Where there are not enough voluntary contributions to make an activity possible and we are unable to make up the shortfall, then it will be cancelled.

4. Instrumental Music Lessons

- 4.1 Parents can request peripatetic instrumental tuition for their children but this is now a private arrangement between the peripatetic music teachers and parents. The school is no longer involved in these arrangements except where detailed under 'remissions'

5. Public Examinations

- 5.1 No charges will be made for entering pupils for public examinations in regulations. However, an examination entry fee may be charged to parents if:

- ❖ the examination is on the set list, but the pupil was not prepared for it at the school
- ❖ the examination is not on the set list, but the school arranges for the pupil to take it
- ❖ a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee.

Failure to complete the requirements might include not completing the coursework and/or not sitting the final examinations(s). An acceptable reason for not sitting any examination would be sickness certified by a doctor.

- 5.2 The governing body reserves the right to charge fees for a pupil re-sitting any public examination to include modular and final examinations.

6. Broken or defaced equipment or damage to property

- 6.1 The governing body will charge parents/guardians the full cost of damage to school property, eg replacing a broken window or a defaced, damaged or lost book, including library books or piece of equipment where this is the result of a pupil's behaviour. Charges will be made if a pupil is responsible for damage to furniture, fittings or premises.

7. Remissions Policy

- 7.1 Exceptions to 2.1 are when parents /guardians receive the following benefits:

- Universal Credit
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- the guarantee element of State Pension Credit;

- an income related employment and support allowance;
 - Working tax credit run-on – paid for 4 weeks after you stop qualifying for working tax credit;
- 7.2 These parents must have board and lodging costs remitted to them if the trip takes place mainly during school hours. Fees for residential trips (rather than the cost of board and lodging) may not be charged to such parents even if the trip is outside school hours, but it forms part of the syllabus for a prescribed public examination (e.g. GCSE) or is part of the National Curriculum or the syllabus for religious education.
- 7.3 When informing parents about a forthcoming visit, St Joseph's Catholic school will make it clear that parents who can prove they are in receipt of the above benefits will be exempt from paying the cost of board and lodging
- 7.4 Parents/guardians should indicate to the Head at St Joseph's Catholic School if they are in receipt of any government support and believe that the Remissions Policy should apply to them on a specific occasion.
- 7.5 Additionally, a discount may be given to those pupils in receipt of the pupil premium grant who do not qualify under section 7.1 above. This is discretionary and assessed on an individual basis.

Reviewed and approved by
Finance & Premises Committee
November 2016