



## **CHARGING & REMISSIONS POLICY**

## Mount St Joseph Document Control Table

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Document History		
Version	Date	Notes on Revisions
1.0	01 Oct 2014	No change policy
1.1	25 Jan 2016	Addition to include charging in respect of information provided under Data Protection or Freedom of Information legislation.
2.0	25 Jan 2016	Approved by Governing Board
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### ***A Community of Learners, Believers, Friends***

*We believe that every child is uniquely created and loved by God and called by Him to fulfil a special purpose. It is our privilege to help each child to identify, nurture and use his/her talents to build a better world. To this end we will work in partnership with parents, parishes our community of schools and with the wider community.*

## **1. Introduction**

This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

## **2. School Trips / Educational Visits**

### **Day Trips**

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 8).

### **Residential trips – Essential**

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### **Residential trips – Non-essential**

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

- a. if the essential 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.
- b. if the essential amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## **3. 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/guardian wishes the pupil to be entered (or 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 may be levied for pupils re-sitting an examination.

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 will be the cost of the examination entry, plus any applicable centre charges.

## **4. 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, but if the pupil forgets or fails to arrive with the ingredients, the school may provide the ingredients and levy a charge.

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

## **5. Music Tuition**

The school levies charges in respect of individual music tuition, and group music tuition in respect of services procured through external agencies (e.g. peripatetic music service) if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

## **6. Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

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.

## **7. 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 to be the cost of replacement or repair, or such lower cost at the discretion 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 such lower cost at the discretion of the Headteacher.

## **8. 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.

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 may be cancelled.

## **9. Lettings**

Refer to the school lettings policy in relation to the hire of school premises.

## **10. Requests for Information**

Charges may be made in respect of responding to data requests for information made under the both the Data Protection Act and / or Freedom of Information Act. Any such charges will be in line with the guidance issued by the Information commissioner.

## **11. Other charges**

The Headteacher or a committee of the Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## **12. Remissions Policy**

The Headteacher or a committee of the Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Charges in respect of students in receipt of pupil premium grant funding may be remitted in full.

If the parent / guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges may be remitted in full.

The Headteacher or a committee of the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.