

Holy Family Catholic High School & 6th Form Centre



Charging Policy

Introduction

The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. The Education Act requires that education mainly during school hours is free.

Policy Statement

Holy Family Catholic High School believes that all students should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. This policy describes how we will do our best to ensure a broad range of visits and activities are offered, whilst at the same time minimising the financial barriers which may prevent some pupils from participating.

Voluntary Contributions

The school may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours*
- School equipment
- School levy (Archdiocesan Building Fund)

*The headteacher must make it clear to parents that there is no obligation to make any contribution, however, where there are not enough voluntary contributions to make the activity possible then it will be cancelled.

Residential Trips

School will charge for the cost of board and lodging during residential trips. This cost will not exceed the actual cost of provision.

Where non-chargeable education is provided during a residential visit, then the parents of a student who is eligible for free school meals shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Non Residential Activities

Charges will be made for non-residential activities which take place outside of school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). Conversely if the bigger proportion of the time falls within normal school hours no charge will be made.

Public Examinations

No charges will be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may apply if:

- The exam is on the set list, but the student was not prepared for it at the school
- The exam is not on the set list, but the school arranges the student to take it
- The student without good reason to complete the requirements of any public exam where the school originally paid or agreed to pay the entry fee
- A pupil re-sits an exam

- The school has prepared the student for an exam and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the pupil to be entered (or the student him/herself when over 18)

Charges will not be made for any cost associated with preparing a student for an exam. However, charging is allowed for tuition and other costs if a student is prepared outside school hours for an exam that is not set out in regulations.

Music Tuition

A charge will be made for instrumental and vocal music tuition provided either individually or to groups of any size, provided that the tuition is provided at the request of the student's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition. There will be no charge if the teaching is an essential part of the national curriculum or forms part of the syllabus for a prescribed exam.

Damage to School Property

The school will ask parents to contribute towards the cost of damage to school property or equipment where this results from a student's negligence or misbehaviour.

Lettings

The school facilities are available to hire to local communities during evenings, weekends and school holidays.

Materials and Textbooks

Where a pupil or parent wishes to retain items produced as a result of Art, Food Technology or Design Technology, a charge may be levied for the cost of materials used. In the case of food Technology students usually provide their own ingredients but if the student forgets, the school provides the ingredients and levies a charge.

Textbooks are provided free of charge, a charge will be made for lost or damaged text books. Some subjects make revision guides available for which a charge is made.

Pupil Premium

Those students eligible for pupil premium will receive the following financial support:

- Free uniform (Tie/Badge)
- 50% discount PE Kit (maximum – one per year)
- 50% discount Music Tuition
- Free Food/Textiles/Design Technology resources
- 50% discount Revision Guides
- 75% discount Transport (School Bus)
- Free Essential Curriculum trip