



St. Cuthbert's
Roman Catholic High School

WHOLE SCHOOL POLICY

CHARGES & REMISSIONS

OCTOBER 2020



Mission Statement

'The Lord God requires of us that we should help others whenever we can, always make the right choices and be the best that we can be in everything that we do'.



Policy: Charges and Remissions		
Type: School Policy	Website: Yes	Author: D Mains
Approved: October 2020	Next Review: Autumn 2021	
Frequency: Annual	Delegated: Finance and Personnel Committee	
Notes:		

CHARGES AND REMISSIONS PURPOSE

The purpose of the policy is to ensure that all children have full access to a broad and balanced curriculum.

We believe that no pupil should be disadvantaged as a result of home or family background circumstances.

The Governing Body has overall responsibility for approving the Charging and Remissions Policy but can delegate this to a committee.

The Governing Body, delegated to the Headteacher, will use their discretion and may remit some charges in whole or in part where it is considered appropriate in meeting the needs of a particular case. The charging and remissions policy is an integral part of our inclusive arrangements and is applied equally to all pupils.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, Sections 449-462.

The Headteacher will ensure that the following applies:

During the school day (*The school day is from 8.25 to 14.50, term time only*) all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge.

The School will charge for:

- Individual and group music tuition if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil.
- Where a pupil or parent/carer wishes to retain items produced as a result of art, resistant materials or graphics, a charge may be levied for the cost of the materials used.
- The cost of ingredients if these are not provided by parent/carer.
- Textbooks are provided free of charge but, in some subjects revision guides are available and a charge may be made for these.
- Pupils will be charged for replacements planners.
- Damage/loss to property for which there is clear responsibility and where reimbursement is appropriate. The charge will be the cost of replacement or repair. A lower cost may be set at the discretion of the Headteacher.

School Trips

Day Trips - No charge will be levied in respect of day trips that take place during school hours which are **an essential part** of the curriculum.

For other optional day trips during school hours, including those based on curriculum subjects and useful to follow the course, a charge will be levied.

Residential trips

For residential trips which **are an essential part** of the national curriculum or Religious Education, a charge will be levied for board and lodging.

For residential trips which are **not essential** to the National Curriculum or Religious Education, the following will be applied:

- a. 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.
- b. 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 for board and lodging.

Examinations

A charge will be levied in respect of examination entries for pupils where:

- The examination is on the set list, but the pupil is not on the School roll
- The examination is not on the set list but we arrange for the pupil to take it
- The pupil fails, without good reason, to complete the requirements of any public examination where the Governing Body or the LA originally paid or agreed to pay the entry fee.
- A charge may be levied for pupils re-sitting an examination.

Other Charges

The Headteacher or Governing Body may levy charges for miscellaneous services e.g. providing copies of reports and copy exam certificates for ex-pupils.

Voluntary Contributions

The school may ask for voluntary contributions to fund activities which take place during school hours however there is no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of the following benefits can apply for exemption from paying the cost of board and lodging for residential visits:

Universal credit in prescribed circumstances

Income Support

Income Based Jobseekers Allowance

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 that was introduced on 27 October 2008