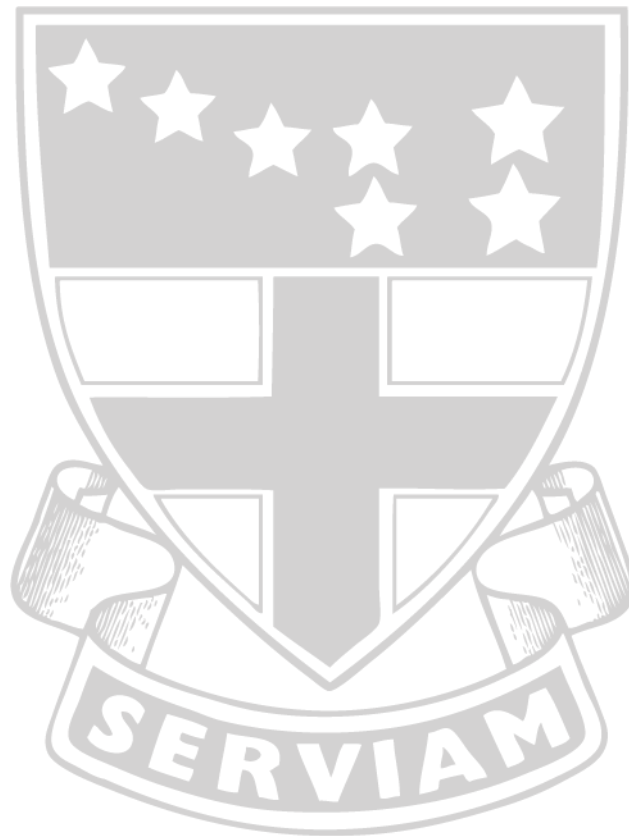


## **Charging and Remissions Policy**



**Date of Review: June 2022**

**Date of Next Review: June 2024**

## Our Mission Statement

St Angela's school is part of the Ursuline tradition, which has as its hallmark the pursuit of the highest standards possible in education.

Through our curriculum and community life, we seek to meet the needs of the whole person and to enable all to achieve their full potential. We offer to all the challenge of building and living in a Catholic Christian community in which all members are equally valued. We share with St Angela a commitment to the service of young people, which will empower them to play their full part in society.

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## **Introduction**

All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Under the terms of the Education Act 1996, the Governing Body of St Angela's Ursuline School must have a policy on charging students to participate in school activities.

By law, children may not be charged for activities that take place during the school day. Parents may be asked for voluntary contributions, but if they do not pay their child cannot be prevented from participating, should the activity go ahead. In any request for voluntary payments, it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution; and that students will not be treated differently according to whether or not their parents have made a contribution.
- Whilst this is the case, activities may not proceed if the school determines an activity not to be financially viable.

## **Scope**

The Headteacher & the Governing Body is responsible for ensuring compliance with School's Policies and Procedures. This procedure applies to all St Angela's Ursuline School staff.

For reference: the school day means registration time at 8.30 am to the end of the normal school at 3.25pm, normally Monday to Friday.

## **Prohibited charges**

The school is prohibited from raising a charge in respect of the following :

- School Admissions - no charge shall be made in respect of admission.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Examination – No charge shall be made in respect of the entry of a registered student at the School for a prescribed public examination for which the student has been prepared at the School unless the student fails without good reason to meet any examination requirement for that syllabus.

## Permitted Charges

The school may raise a charge to the parents of pupils concerned for the following:

- School meals (except for those entitled to free school meals). Payment for school meals must be made by parents/carers in advance.
- Examination Fees - If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School or where a parent wishes, against the advice of the school to request a review of marking of an examination paper.

There will also be a charge for examination entry where there is a request from the parent for additional subject entries to be for home language examinations.

- Music Tuition and Practical Subjects
  - Musical Instrument Tuition – The School may charge for practical instrumental lessons held during the school day which are provided individually unless they are required under the syllabus.
  - Practical Subjects – In practical subjects, so that students may experience a wide range of activities and develop essential basic skills, a number of items will be made either to take home and keep or consume on the premises. Therefore, a letter will be sent to all parents during the school year, asking them to make a voluntary contribution for materials and equipment used in this way.
- Resources
  - Incidental Charges – No charges shall be made in respect of the supply of any materials, books, instruments, or other equipment (not including clothing) provided for the provision of education, or examination.
  - Student Resources – The school provides a limited supply of supplementary learning resources including revision guides. The school is permitted to charge for these items. Charges may be made for the cost of material for such subjects as Craft, Design and Technology, Food Technology and Art when the finished article is to be owned by the parents or the pupils.
- School Visits
  - Visits during the school day – Parents cannot be asked for a compulsory payment for any visit that is taking place during a normal “school” day. Voluntary payments (including full staff costs) can be requested, but if the visit proceeds, students wishing to go but whose parents are not prepared to pay, must be allowed to attend.

- Optional extra visits out of school time or as part of extra-curricular activity – These are visits where a large part of the trip is outside of the normal school day. Parents can be asked to meet the full cost of the trip. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. This compulsory payment cannot include subsidising students unable to pay.
  - Visit charges may include subsidiary costs, including insurance, postage, travel, transaction fees and absent staff cover (where necessary) and agreed by the Headteacher. In some cases, if a visit cost can be reduced by leaving in term time (but attracting cover costs) versus not leaving in term time and not attracting these costs, the Headteacher has the authority to include or not include costs as appropriate.
  - Residential visits including study visits abroad – Where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. As an optional trip, the cost of board and lodging for the student can be passed on to parents. The cost of staff accommodation, insurance and transport must be obtained by voluntary payments (normally from parents) or from the Educational Visit Company if applicable, if the trip is to go ahead.
- Transport
    - Transport – often required for school sporting fixtures where the school’s own transport is unavailable. It is reasonable for the School to request voluntary donations towards the cost of transport to and from the venue. This is regardless of whether the fixture is within the school day or not.
    - Transport to alternative locations for the school day – it is at the discretion of the Headteacher to determine whether parents should be assisted with the costs of transport to alternative locations for the normal school day.

### **Voluntary contributions**

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich the pupils’ education. However, if the activity cannot be funded without voluntary contributions the governing body and headteacher should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

### **Finance Matters**

- Refunds - The school will not issue refunds to parents for school visits (deposits or other contributions) with the exception:
  - Where a trip is cancelled by school for any reason.

- Where a child is withdrawn from trip with sufficient prior notice to avoid cancellation charges where they are applied by the visit tour operator or is replaced by another student who pays up before issuing refund
  - Where the school excludes a child from school (and therefore visit) for a relevant period the school may give a refund at the discretion of the Headteacher
  - For illness or unavoidable reason such as compassionate leave and a refund is payable from the educational visit company/agent.
- Balances on school trips - once a school trip has taken place and the finances have been reconciled, any balance will be retained by the school to assist families with the cost of future school trips where parental contributions are difficult.
  - Breakages and fines – Where school property has been wilfully or recklessly lost/damaged by a student/parent/carer/3rd party, the school may charge those responsible for some or all of the cost of the repair or replacement. Where property belonging to a 3rd party has been damaged by a pupil and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the HT and dependant on the situation. An invoice will be sent out following the decision.
  - Recovery of sums payable by parents – Any sums payable by parents – for optional extras to which they have agreed are recoverable as a civil debt.

The school may decide to chase –any debt through a licenced debt recovery organisation and the courts.

- Donations made by Parents, ex-pupils or friends of St Angela’s Ursuline School are to be encouraged. All monies received will be ring fenced for improvements to the school and the educational needs of the students at the school.

The School is sympathetic to families who are unable to afford the cost of additional activities and/or extra curricular activities, and has a limited amount of money set aside to assist parents in particularly difficult financial circumstances. Approaches for such assistance may be made to a member of staff, who will then consult the Headteacher for a decision.

### **Remissions and concessions**

Where the parents of a child are unable to meet any one of the charges the school requests, they can apply in writing and complete confidence, to the HT for the remission of charges in part or full. The HT in consultation with the finance committee will make any authorisation of the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

### **Implementation**

In implementing this policy the Governing Body delegates responsibility to the Headteacher.

The Headteacher must ensure that suitable and specific systems are in place to successfully implement this policy.

### **Review and Approval**

This policy will be formally approved and minuted by the Full Governing Body on an annual basis and be made available on the school's website.