



ENGLISH MARTYRS' CATHOLIC VOLUNTARY ACADEMY CHARGING AND REMISSIONS POLICY



Our School
Mission
Statement

L Love one another
I nspire and respect
G row in friendship
H ave faith
T rust in God

Date of issue:

Date of review:

1. Purpose of the Policy

The Governing Body recognises the valuable contribution that a wide range of activities, including visits, residential experiences and clubs, can make towards all aspects of children's education. Accordingly, the Governing Body wishes to promote and provide as far as possible such activities as part of a broad and balanced curriculum for pupils attending the school. Section 106 of the 1988 Education Act states that no pupil or parent may be required to pay for, or to supply any materials, books, instruments or other equipment for use in connection with education provided during school hours.

2. Who is covered by this Policy

Pupils of English Martyrs Catholic Voluntary Academy, their parents or carers.

3. Responsibilities applicable to this policy

The Headteacher will be responsible for decisions relating to financial support (remission) provided to families, to support disadvantaged pupils to take part in activities, based upon the provisions of the policy. Parents and carers will be responsible for providing accurate information, on request, to enable the Headteacher to make an informed decision as to whether a remission of fees is appropriate.

4. Policy administration

Parents may be invited to provide children with particular items in order to release resources from the school budget for other purposes, but no child is put at a disadvantage because of a parent's unwillingness or inability to contribute in this way. In school the most common request for voluntary contributions is to cover the cost of transport and fees when classes go out on visits. We do try always to make it clear that such contributions are voluntary and that no child will be refused the opportunity to participate if no contribution is made. There are occasions however when activities could not proceed if parents were reluctant to support them.

The exception to this principle is Musical Instrument Tuition during school hours. Charges may be made for teaching either an individual student, or groups of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. The charge made for this activity will be the actual charge of the activity and will vary according to the instrument being taught. Parents will be notified in advance of the charge made for each lesson. The charges for these lessons will be set down in a contract between the private music teacher and the parent. The school itself will not charge for this activity.

Charges are made for residential visits which operate outside normal school hours.

Residential Activities held during school hours

Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of such activities which the School proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Activities during school hours not run by the school or the LA

When an organisation, acting independently of a school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party, and is approved by the school, is educational or is supervised by someone authorised by the school, then it is the Government's view that it should be treated as if it were provided by the school, and so no charge will be made to the parents, or students. Such an activity, if it takes place outside the school premises, is an 'approved educational activity' within the meaning of Regulation 4A (a) of the Education (Student Registration) Regulations 1995 (as amended).

Other charges

The School may make charges for the following:

Transport – School Buses

If The School provides a bus service for home to school transport the charges for such a service will be set to recover the costs (including indirect costs) of providing the service and will be determined by the number of students travelling on the bus. Parents will be informed of the charge at the start of each term and payment will be in advance for that term.

Lettings of Facilities

The school will from time to time allow other groups to use school premises. Charges for use of school premises are set at the start of each financial year.

Penalty Charges

The School may make charges for the following:

Unauthorised Absence

The School in collaboration with the Local Authority or Police will issue Penalty Notices for non-attendance at school. The circumstances in which Penalty Notices will be issued are set out in the school's Attendance Policy and the amount of the Penalty Charge will be as applicable at the time of issue.

Damage to or loss of Property or Equipment

Where a student has lost or caused damage to property or equipment belonging to the school or to another student through deliberate misuse or vandalism then the school will charge parents for repairing or replacing the equipment.

Remission of charges

Parents, or carers, who are eligible for free school meals, will be exempt from paying the cost of board and lodging for residential activities taking place during school hours. The school will meet the costs of board and lodgings for those children exempt.

When trips or activities taking place during school time are oversubscribed then the process for selecting children to take part will be fair and open and those who are exempt from charges will not be disadvantaged. Ability to pay will not be a factor in selecting children to take part.

Charges to parents will not exceed the actual cost of providing the activity and will not include additional amounts to subsidise the event or other students. However, voluntary contributions will be sought at any time towards the costs of the activity and these will be used to ensure that the activity can proceed. In the event of excess charges being made, parents will be refunded. However, voluntary contributions will be retained by the school.

As part of the distinctive Catholic ethos of the school, the Local Governing Body wishes to make available to every child the opportunity to take part in at least one Briars Retreat during their time at school. Although not obliged to do so the school may offer support to families towards meeting the costs of these retreats. Parents experiencing financial

difficulties not already covered under the remissions section of this policy will be advised to contact The Headteacher who will review the circumstances. Decisions on financial support will be made on a case by case basis.

Furthermore, whilst not eligible under the remissions section of this policy, the school may, in exceptional circumstances offer support to families towards the costs of music tuition. Parents or carers eligible for Free School Meals or experiencing financial difficulties will be advised to contact The Headteacher who will review the circumstances. All decisions on financial support will be made on a case by case basis and are subject to funds being available.

5. Definitions/glossary of terms

The School Day

The Education Act distinguishes between education during school hours and education outside of school hours in defining how and when charges can be made.

School Hours are defined as the times when the school is in session, and do not include the break in the middle of the day:

Morning Session 8.50am – 12.00pm (infants), 12.15pm (KS2)

Afternoon Session 1.10pm – 3.10pm

Approved by:

Chair of Governors

Headteacher

Date