



2022
2023

Policy adopted: May 2017

Last review date: February 2023

Next review date: February 2024

Signed by: Mr J. Cassin.
Position: Chair of Governors

A white rectangular box containing a handwritten signature in black ink, which appears to be 'J. Cassin'.

CHARGING AND REMISSIONS POLICY



Saint John Henry

Newman Catholic College

LOVE ONE ANOTHER

FAITH IN OUR COMMUNITY

COURAGE TO DO THE RIGHT THING

VOCATION TO MAKE A POSITIVE CONTRIBUTION

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE

**"We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence"**

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the college is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the headteacher and Governing Body.

The college will not charge for:

The Governing Body of the college recognise that the legislation prohibits charges for the following:

- education provided during college hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside college 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 college, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the college, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the college;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the college;
- education provided on any trip that takes place during college hours;
- education provided on any trip that takes place outside college 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 college, or part of religious education;
- Supply teachers to cover for those teachers who are absent from college accompanying pupils on a residential trip;
- transporting registered pupils to or from the college premises, where the local education authority has a statutory obligation to provide transport;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the college;
- transport provided in connection with an educational trip

The college will charge for:

The Governing Body of the college has agreed that the following activities are chargeable:

- board and lodging on residential visits (not to exceed the costs)
- entrance fees to museums, theatres, castles etc unless 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 college, or part of religious education
- optional extra activities which take place wholly or mainly outside college hours and which are based on parental choice. Charges will be made on all or part of the following:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- individual tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the college
- costs of exam fees where students who are entered do not attend
- costs of non-prescribed examinations where no further preparation has been provided by the college

- any other education, transport or examination fee unless charges are specifically prohibited
- individual appeals for examination boards on parental requests – payment must be made before the appeal is lodged
- breakages and replacements as a result of damages caused willfully or negligently by pupils
- extra-curricular activities and college clubs.
- purchase of equipment/revision guides/musical instruments/calculators which the college can purchase at discounted cost
- ingredients and materials for subjects such as D & T/Food Technology etc. where parents indicate a wish to own the finished product
- lost or damaged college property e.g. text or exercise books, equipment

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free college lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential college trips. The relevant support payments are:

- Universal Credit (UC);
- Support Under Part VI of the Immigration and Asylum Act 1999;
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27th October 2008.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- when trips are not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the college
- are not part of the college's basic curriculum for religious education
- there is no restriction placed on the use which can be made of the contributions

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the college will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- pupils travel cost
- pupils board and lodging
- materials and equipment
- entrance fees to museums, theatres etc
- insurance costs

Name of policy:	Charging and Remissions Policy
Statutory/ Non Statutory status:	Statutory
Original or Adopted from:	Newman College
Policy Owner/ Responsibilities:	Director of Support Services
Approver(s) and Governors panel if applicable:	HR, Finance and Premises
Original Policy date:	May 2017
Review timeline:	Annually
Version/Date:	1.3 February 2023

