

# CHARGING AND REMISSIONS POLICY

## ST FRANCIS OF ASSISI CATHOLIC COLLEGE



<b>Approved by:</b>	Personnel and Resources Committee	<b>Date:</b> 25-06-19
<b>Ratified by FGB:</b>	02-07-19	
<b>Reviewed by:</b>	Simon Morris	
<b>Next review due by:</b>	Summer 2019	



## **1.0 Purpose of Policy/Procedure/Guidance:**

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 school will do its best to ensure a good range of visits and activities are offered and try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy has been informed by 'A Guide to the Law for School Governors'.

## **2.0 Definitions and Abbreviations:**

## **3.0 Processes and Procedures:**

Parents will be asked to make a voluntary contribution towards school trips which take place during the school day. The cost will include insurance. Students whose parents refuse or are unable to make this donation will not be treated any differently from paying students. The voluntary contribution can be set at any level and could include the cost of subsidising students from low income families.

There is an expectation that the individual with parental responsibility will be expected to accommodate costs unless they are in receipt of Income Support or Family Credit. In these cases they may make a voluntary contribution if they wish but they are under no obligation. Hardship requests will be considered by the Headteacher and Senior Leadership Team. Evidence of Income Support or Family credit should be provided to the Headteacher, accepting that all those involved will deal with the situation sensitively and show due consideration for the student's feelings.

Trips organised out of school hours to fulfil public examination requirements are treated as stated above.

Extra-curricular school trips that are not undertaken to fulfil public examination requirements are classed as 'optional extras' and in these instances charges will be made. The charges will represent the actual cost of the trip. Costs associated with the staff that accompany children on school trips will not be subsidised by those with parental responsibility. In addition, an individual with parental responsibility will not be expected to subsidise the costs associated with other students.

No charge will be made for the following:

- 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 student is being prepared for at the school, or,
- Part of the school's basic curriculum for Religious Education
- Entry for a prescribed public examination, if the student has been prepared for it at the school. However, charges will, in most instances, be made for examination re-sits.
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is:



- Part of the National Curriculum, or,
- Part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or,
- Part of the school’s basic curriculum for Religious Education

Other activities for which charges will be made include:

- Non-residential activities (other than those listed above) where the majority of time is spent on activities outside school hours.
- Accommodation costs for residential trips that take place during school time.

Music tuition for individuals or groups of students. Parental agreement will be obtained before a charge is made.

**4.0 Roles and Responsibilities:**

The Headteacher and Governing Body recognise the responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden upon families and therefore seek to adhere to the following guidelines:

- Where possible, notice shall be issued well in advance of a visit together with approximate costs.
- A system has been established to allow payment by instalments. When there is little notice of a trip, arrangements may be made to pay instalments beyond the date of the trip.

There may be exceptional circumstances where a student is unable to meet the charges of the activity. In these instances, applications for requests for charges to be waived can be submitted in writing to the Headteacher and may be granted with the agreement of the Chairman of Governors.

**5.0 Legislative Information:**

The policy has been informed by ‘A Guide to the Law for School Governors’,

**6.0 Associated Policies/References:**

**7.0 Appendices and Contacts:**

<b>Reviewer S.Morris</b>	<b>Recommended by Finance Committee</b>	<b>Approved by Full Governing Body</b>	<b>To be reviewed Summer 2019</b>
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