

Hagley Catholic High School

Charging and Remissions Policy

The Academy Committee adopted this policy on 16 October 2018

Introduction

Sections 449 – 462 of the Education Act 1996 require the governing body of any school to adopt a policy on charging and remission arrangements for school activities.

The school wishes to provide for all students the best possible educational opportunities available within the funds allocated by the Education Funding Agency (EFA). The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers, and the school is committed to uphold the legal requirements.

However, educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers. The school's concern is to keep financial contributions to a reasonable minimum, and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. The charging and remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that each school has identified the activities for which charges will be made, and has explained the basis on which charges may be reduced or waived for certain students. All enquiries with regards to financial support should, in the first instance, be made to the Finance Manager.

Definition

The school day is defined as 9.00 to 3.35 pm. Morning break and midday break do not form part of the school day for the purposes of this policy.

Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the policy.

The Academy Committee will review the policy annually.

Policy Statement

During the school day, all activities that are an essential part of the national curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument.

Unless the teaching is an essential part of either the national curriculum or a public examination syllabus being followed by the student(s), the school may make an appropriate charge.

All parents will be asked to make an annual voluntary contribution to the general School Fund. This will be used in case of hardship and for general costs associated with things that help to make the school a friendly and civilised society. These are generally items that are ineligible to be funded by the state education funding given to the school.

Voluntary contributions may be sought for specific activities during the school day which entail additional costs, for example, field trips.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel an activity.

From time to time we may invite a non-school based organisation into the school, such as a visiting drama group. Such organisations may wish to charge parents, who may if they wish, ask the Principal to agree to their child being absent for that period.

The cost of the voluntary contribution will be reviewed for the children who qualify for the pupil premium. The pupil premium is applied to children who:

- are registered and in receipt of free school meals currently or in the past 6 years.
- are looked after children;
- have been adopted from care under the Adoption and Children Act 2002;
- have left care under a Special Guardianship or Residence Order;

- have parents/carers in the armed forces.

Parents/carers can register their son(s)/daughter(s) for free school meals if they get any of these benefits:

- i) Universal Credit in prescribed circumstances (if applied for after 1 April 2018 the household income must be less than £7,440 pa after tax and not including any benefits received).
- ii) Income Support
- iii) Income-based Jobseeker's Allowance
- iv) Income-related Employment and Support Allowance
- v) Support under Part VI of the Immigration and Asylum Act 1999
- vi) Guarantee element of State Pension Credit
- vii) Child Tax Credit, provided you are not entitled to Working Tax Credit** and have an annual income that does not exceed £16,190

**Note: From 1st May 2009, pupils are eligible for Free School Meals for a four week period immediately after the parent/carer becomes unemployed, or reduces their hours to less than 16 hours a week, but is still in receipt of Working Tax Credit.

Any children of parents/carers who do not wish to contribute will not be treated any differently. However, where there are insufficient contributions to make the activity viable then the activity may be cancelled.

For non-residential visits not fulfilling a statutory requirement and occurring outside school hours a charge will be levied up to the full cost of the visit. The cost of the visit will be reviewed for the children who qualify for the pupil premium.

Instrumental music on an individual basis

The school has a contract with Worcestershire Youth Music to provide private music tuition on an individual or small group basis. The prices agreed with Worcestershire Youth Music have been negotiated to ensure best possible value for money. A charge will be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum. Parental agreement and the costs will be obtained before a student is given the tuition. A charge may be made for the hire of musical instruments used in individual or small group tuition. This will not exceed the County's hire charges. Hire of musical instruments is available via Worcestershire Youth Music directly. Looked after children are exempt from all private music tuition fees.

Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (eg technology, food technology, textiles etc) parents/carers may be invited to provide materials or ingredients on a voluntary basis but any children of parents/carers who do not wish to contribute will not be treated any differently. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

Examination Fees

- a) The school will pay the entry fee for all prescribed examinations except:
 - (i) Where the Academy Committee considers that there are educational reasons why the students should not be entered, for example long term ill health, or where the parents/carers have so requested in writing.
 - (ii) Where the school has not prepared the student for the particular examination, for example external candidates that have been privately tutored.
- b) If a student (with parental agreement) is entered for a non-prescribed examination, then parents/carers may be charged for the entry fee together with any associated charges.
- c) The school reserves the right to recover from parents/carers the costs of examination entry fee(s), should the student fail, without good reason, to meet any examination requirement for a syllabus or sit the final examination(s).
- d) The school will charge the full cost for any students re-sitting an examination except for those re-sitting GCSE English and mathematics in the sixth form.

Damage and loss to property

The school reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair at the discretion of the Principal.

Lettings

Please refer to the school's Lettings Policy.

