




St Alban's RC High School

Charging & Remissions Policy

ORIGIN:	Governing Body
COMMITTEE RESPONSIBLE:	Recruitment & Resources
LEAD MEMBER:	Bursar
DATE APPROVED:	29/11/2017
CHAIR OF GOVERNORS NAME:	Father D Hayman
CHAIR OF GOVERNORS SIGNATURE:	
REVIEW DATE:	29/11/2017

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards the pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

The Governing Body RESERVES THE RIGHT to make a charge in the following circumstances for activities organised by the school

Definition

The school day is defined as: 8.40 am to 3.10 p.m.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes:

No charge will be made for the following:

- an admission application;
- 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 religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

St Albans RC High School will charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- any materials for subjects such as design and technology where parents or students would like to retain the finished product
- optional extras (see below)
- general music and vocal tuition
- examination re-sit(s) requested by the parent
- re-marks (a refund will be made in the event of a higher mark being awarded and the school has recovered the fees)
- Access to scripts requested by the parent
- late withdrawal of an entry for an examination by the student or the

- parent e.g. incomplete coursework
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

education provided outside of school time that is not:

- a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
 - board and lodging for a pupil on a residential visit;
 - entrance fees (museums etc)
 - insurance costs
 - any materials, books, instruments, or equipment provided in connection with the optional extra;

Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. field trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

From time to time we may invite a non-school based organisation such as a *visiting drama group or storyteller* to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential

The school usually organises residential visits for pupils. The total pupil cost of the trip is divided by the total amount of pupils who will be attending; this includes travel costs, accommodation, food costs.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred (including VAT), divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Payments and Debts

The preferred method of payment is via PARENTPAY which is safe, secure and simple. PARENTPAY holds an electronic record of all payments to view at a later date.

For large value trips the trip leader must send an initial interest letter to parents requesting the return of the SV2 form with NO MONEY at this stage. Once the trip leader has provided a list of pupils to the finance department, Parent Pay can be set-up. A second letter will need to be issued to parents requesting a NON REFUNDABLE deposit payment by a given deadline. This provides parents with their own record of payments made and can be used to pay regular instalments off the balance. A deadline must be specified for all payments required.

Full payment (or a signed agreement to pay – agreed with Head Teacher) must be received before the participation on the trip goes ahead.

Non-payment of the required cost of a trip will result in the following procedure being actioned:

- The pupil will be withdrawn from the trip/activity. Any monies paid will be retained by the travel company/organisation
- Stage 1 debt letter will be issued (see template)
- Stage 2 debt letter will be issued (see template)
- Stage 3 debt letter will be issued (see template)

Catering Refunds

Surplus funds will be requested from Chartwells and returned to parents if the amount exceeds £1 per student. Parents are asked to collect the cash refund from the school office.

Music Tuition

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. All payments are to be made directly to Gwent Music Support Service.

St Albans will continue to pay for music tuition for those students entitled to free school meals and will subsidise those students following a music course where the study of a musical instrument is essential for the course.

Breakages and Damage to School Property

The Governors expect that parents will pay for the cost of repairing school property (books, furniture, etc.) or buildings (windows, doors, etc.) damaged or defaced as a result of that pupil's unreasonable behaviour.

Remissions

1. Income Support and Family Credit

Where the parents of a pupil are in receipt of Income Support or Family Credit, the Governing Body will remit in full the cost of board and lodgings for any residential activity that is organised for the pupil if the activity is deemed to take place during school hours, or where it is provided to fulfil the requirements of a prescribed public examination, the National Curriculum or statutory duties relating to religious education.

2. Family Hardship

Where there are cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body may remit all or part of this charge at the discretion of the Head Teacher. We request that the parent/guardian seeks assistance in writing to the Head Teacher.