

St Gregory's Catholic Middle School
"Living, learning and growing together, with Jesus"



CHARGING AND REMISSIONS POLICY

Reviewed by School
On 14th February 2012

Next due for review on 1st December 2012

This Policy is:
STATUTORY

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General Principles

State Education should be free.

Exceptions

1. Music lessons (in some cases).
2. Examination fees (in some very limited cases).
3. Board and lodging.
4. Finished products.
5. Transport (in some very limited cases).
6. Activities arranged by third parties.
7. Damage to school property.
8. Optional extras outside school hours.
9. Voluntary contributions.

N.B. The main guidance in these matters is The Education Act 1996.

1. Board and Lodging

Where a school activity involves a student in a night away from home, a charge may be made which must not exceed the actual cost of the board and lodging for that student.

2. Transport

Parents may be required to meet the cost of transport from home to an activity sanctioned but not provided by the school.

3. Activities arranged by third parties in school hours

A "Third Party" is somebody other than the school. A Third Party who arranges an activity during school hours may make a charge for their services to the parents of the students who are released to participate.

7. Damage to property

Nothing in the Act prevents a charge being made to parents for the cost of repair to any property damaged by a student. Wilful damage, or damage caused by his/her behaviour, will be so charged.

8. Optional extras outside school hours

For education provided as:

- (a) an option
- (b) an addition
- (c) wholly or mainly outside school hours

Then some charges may be made:

- (a) Option

Participation must be on the basis of parents' choice and willingness to meet the charges made:

- (b) Addition

Education provided to fulfil any requirements in the syllabus for a prescribed public examination or the statutory duties relating to the National Curriculum or Religious Education cannot be an extra and the only charge which can be made is for board and lodging. See 3 above.

- (c) Wholly or mainly outside school hours

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Defined by complex rules which differ between activities within one day and residential activities. Very approximately, these amount to more than half the time being spent outside the school day for a one day activity or more than half the possible half-days being outside school days for a residential activity.

- (d) The charges which may be made include:
- (i) student's travel costs
 - (ii) student's board and lodging costs
 - (iii) materials, books, instruments and other materials
 - (iv) non-teaching staff costs
 - (v) entrance fees (museums etc.)
 - (vi) insurance costs and
 - (vii) costs of engaging teaching staff specifically for this activity, including their travel, board and lodging. (But not the cost of teaching staff already employed by the school unless employed to provide individual musical tuition engaged on a separate contract to provide the optional extra).

9. Voluntary Contributions

Voluntary contributions may be sought from parents in support of any school activity, in or out of school time, residential or not.

But contributions must be genuinely voluntary.

It is a statutory requirement that the terms of any request make it clear that

there is no obligation to contribute.

- students will not be treated differently according to whether or not their parents have contributed.

It is perfectly proper to make it clear that the activity cannot take place without 100% or nearly 100% support.

There is no limit to the amount of the contribution or to the use which can be made of it.

So, for example, it could include an element to pay for accompanying adults, provided that parents are aware of that use when they contribute.

Remissions

Any of these charges may be remitted in whole or part at the discretion of the Governing Body to parents in receipt of income support or family credit, or whose income is assessed at the level equivalent to qualify for these benefits. In these circumstances, application should be made to the Finance Manager at the school, and will be treated in confidence.

Refunds will be made in the following incidences:-

- 1) School Activities
 - a) Over payment of more than £5.00 per student
 - b) Students who withdraw from an activity due to medical reasons

Refunds will not be made where a deposit is required to secure a service.

This policy was last reviewed by the Director of Business Operations and Finance Officers on 14th February 2012.

This policy was last reviewed and agreed by the Finance Committee on