

# ALL HALLOWS RC HIGH SCHOOL



## CHARGING AND REMISSIONS POLICY

**Committee responsible for review: Resources Committee**

**Review date: July 2018**

**Date of next review: July 2020**



**We aim for All Hallows RC High School to be a Catholic school to which children wish to come, to which parents wish to send their children, and where teachers wish to teach.**

**Our Mission is to offer a high quality Catholic education for all, in an environment where Gospel Values are central to teaching and learning, and in which the unique value of each person is recognised and respected.**

## **CHARGES FOR SCHOOL ACTIVITIES**

The Education Act 1996 outlines the activities for which charges can be made or voluntary contributions sought. The Charges for Music Tuition Regulations 2007 provide further advice in respect of charges in this area. This policy incorporates guidance provided in the School Admissions Code.

The Education Act 1996 gives schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours. No charge may be made for education during school hours. School hours do not include the lunch break. School hours are:

Morning	8.30 am to 12.30 pm
Afternoon	1.20 pm to 3.00 pm

The governors will operate the following policy on charges and voluntary contributions:

The school will charge in the following circumstances allowed by the Act:

### **Music Tuition**

A charge will be made for the provision of music or vocal tuition given to pupils as individuals or in groups of an appropriate size during the school day at the request of the parent / carer, except where it is given to fulfil:

- Statutory duties relating to the national curriculum or
- Requirements specified in the syllabus for a public exam

The Governing Body reserve the right to cease tuition (where it is commissioned by the school) to an individual pupil where payment is not made for two consecutive terms without the parent / carer advising of difficulty in payment in line with the schools remission policy.

## **Materials**

Ingredients and materials for Food Technology:

Parents/carers are required to provide ingredients for practical food technology lessons or if they prefer they can ask school to provide on their behalf.

Parents who choose this option will be asked to make payment to school at the start of each academic year.

## **School Trips**

Any charge made in respect of a school trip will be set to recover the cost of the trip only; it will include no profit or provision for recovery from non-payment.

The Governing Body is committed to ensuring all children are given an equal opportunity to attend trips/visits. Parents/carers will be notified at the outset what the cost profile and policy for allocating places on school trips will be.

### Term Time

Where a **residential** trip takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made for the education or for the cost of the travel. Charges will be made for board, lodging and non educational activities.

### Outside Term Time

A charge will be made for a trip held outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Charges will be made for all of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

## **Examination Entries**

No charges will be made for examination entries except where:

- The pupil has failed to complete the preparations for the exam, within school, without a valid reason.

**Charges will not exceed actual cost.**

## **Voluntary Contributions**

- Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service. Pupils will not be treated differently according to whether or not their parents have made a contribution.

When voluntary contributions are requested, the terms of the request will clearly state:

- That contributions are voluntary
- A suggested amount for a contribution to cover costs.
- The proposed activity may not take place if the required numbers are not reached/funding is not available.

## **Remission**

It is the policy of the Governing Body:

- To subsidise, remit or delay repayment charges for school activities to parents in receipt of certain benefits or who are experiencing financial difficulty and who have been unable to give a donation except for residential trips deemed to be 'outside school-time' which will be assessed on an individual basis.
- To look at individual cases where parents/carers have been unable to make a payment.
- Contribution for shortfalls for activities will be sought from the School Budget Share where appropriate, if this is inappropriate then shortfalls shall be met from fundraising activities i.e. School Fund.

## **Other Charges**

### Income from Donations

From time to time the school will seek voluntary donations for specific purposes. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

### Income from Lettings

A separate policy is in place for letting of school premises. The Resources Committee review and set charges made for use of school premises. The charges include actual caretaking costs and a premises charge. Staff responsible for collecting income are aware of the current charge rates.

## Equipment

Governors expect that pupils will attend school with the appropriate equipment such as pens, pencils etc. For convenience these may be purchased, for the pupil's sole use from the school office.

## Freedom of Information (FOI)

Requests for information as part of the Freedom of Information (FOI) Act should be made in writing to the Headteacher. The school reserves the right to charge for the cost of administrative time, printing and postage costs for individual requests under the FOI Act.

## GDPR

All personal information relating to or arising from, this policy and the conditions contained within it are managed by the school under the statutory guidance contained within the GDPR (2016). We will obtain assurances from third party providers that they have processes in place to meet their legal obligations under the regulations for data handling.