



St Mark's West Essex Catholic School

Charges and Remission Policy

Date Reviewed:	March 2017
Next Review Date:	June 2019
Committee:	Finance and HR

1. Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s449-462 of the Education Act, 1996. This policy is based on the latest guidance available from the Department for Education. It applies to all pupils on roll.

2. School Trips

2.1 Day Trips

No charge will be levied in respect of day trips that take place during school hours or are an essential part of the curriculum (but also refer to section 8).

2.2 Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

2.3 Residential trips - Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- i) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

3. Examination Entries

3.1 A charge will be levied in respect of examination entries for pupils where the school has **not** prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where:

- the school has prepared the pupil for the examination and
- it considers that for educational reasons the pupil should not be entered and
- the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old)

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

3.3 A charge may be levied when a pupil resits an examination.

3.4 A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

3.5 The charge levied in 3.1-3.4 above will be the cost of the examination entry, plus any applicable centre fee.

4. Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of creative studies, a charge may be levied for the cost of the materials used. Essential textbooks are provided free of charge but in some subjects' additional revision material and books are available, for which a charge may be made.

5. Music Tuition

The school levies charges in respect of individual and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. No charge is made for the first request for tuition in the case of looked after children or students whose families are registered for free school meals.

6. Activities Outside School Hours

- 6.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education or that form an essential part of the syllabus for an approved examination (but also refer to section 8).
- 6.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 6.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

7. Damage/Loss to Property

- 7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.
- 7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

- 8.1 Where the school cannot levy charges and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Any request may not exceed the actual cost of providing the activity, divided equally by the number of students willing to participate. It may not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school, the charge may be based on the site staff overtime costs.

10. Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

11. Remissions Policy

- 11.1 If the parent/guardian of a pupil is registered to receive free school meals, charges in respect of board and lodging will be remitted in full.
- 11.2 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil if it feels it is reasonable in the circumstances.
- 11.3 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.

In other circumstances, there may be cases of family hardships, which make it difficult for pupils to take part in particular activities for which a charge is being made the parent/carer, can apply **in confidence** for the remission of the charges in part or in full. Authorisation of remission will be made by the Head in consultation with the Chair of Governors. Parents should write to the Head in confidence so that each case will be responded to individually and as the resources available allow.