

# ST. PAUL'S CATHOLIC COLLEGE



## Charging & Remissions Policy

# Our Mission at St Paul's

**S**ervice to each other: learning to become a self-disciplined leader

**T**eaching that inspires me, that challenges me, that gives me a lifelong love of learning

**P**artnership at the heart of our school: a partnership between school, home and community

**A**chievement: learn and achieve beyond my expectations within an internationally-enriched curriculum, using world-class technology, with people who care

**U**nderstanding of me as an individual: staff who know me by name and help make my experience of school rich and happy

**L**ove and respect experienced through our vibrant Catholic Christian community

**S**uccess: academically, spiritually, morally, socially and beyond the classroom

## ***'Learn to Serve'***

***St Paul's is a community of faith echoing St Paul's letter to Timothy where, as hallmarks of Christian living Paul stresses "love... service and doing the best that is possible."***

# St Paul's Charging and Remissions Policy

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## **1. INTRODUCTION**

The Education Act 1996 in sections 449-462 sets out the law on charging for school activities. This Policy complies with the Policy and on subsequent guidance (Oct 2012) provided by the Department for Education. All education during school hours is free with the exception of individual or group music tuition (see 4 below). We do not charge for any activity undertaken during school hours as part of the National Curriculum.

## **2. ADMISSIONS**

We do not charge for admission applications to the school.

## **3. BOOKS, EQUIPMENT AND ACTIVITIES**

Most parents want to buy their children their own pens, pencils, erasers, rulers, calculators, etc although subject departments will loan such equipment on request.

Books and materials are provided free for education provided during school hours. Sixth Form students who wish to keep a textbook after the end of the course will be asked to pay for it.

Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

Parents of pupils who are on practical courses (eg. CDT, Home Economics, Photography, Art, etc.) and who wish their children to own the finished product will be charged for the materials used.

Charges may be made for 'optional extras' i.e. activities, materials, books, instruments or equipment where education is provided outside of school hours that is not:

- Part of the National Curriculum
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Part of religious education

However costs will not exceed the actual cost of providing the optional extra activity and will not include a subsidy for parents of other students unable to pay the charge.

## **4. SCHOOL TRIPS/VISITS AND ACTIVITIES DURING SCHOOL TIME**

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

i)Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.

ii) Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and the school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

## **5. RESIDENTIAL VISITS**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit. Parents/Carers who receive specific state benefits are exempt from charges for board and lodgings and specific details of exemptions will be provided at the time that residential visit details are notified.

Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

Residential visits taking place mainly outside school time and not required by an examination course, will require payment for the pupil to take part.

## **6. PUBLIC EXAMINATIONS**

The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations.

No charges are made for exam entry fees or exam resit fees where the student is being prepared for the exam/resit at the school.

Charges will be made where a student fails without good reason to complete the requirements of any public examination where the school has paid or agreed to pay the entry fee.

## **7. MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this.

Visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/Carers who receive specific state benefits are exempt from charges for music tuition – details will be provided at the time that tuition is offered.

## **8. TRANSPORT**

No charge will be made for transporting students to other premises where the governing body has arranged for students to be educated.

Parents/Carers may be charged to cover the transport expenses associated with of the trip an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

## **9. LOSS AND DAMAGE TO SCHOOL PROPERTY**

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

## **10. REMISSIONS**

The governing body reserves the right to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.