



Notre Dame Plymouth

CHARGING AND REMISSIONS POLICY

(Areas highlighted are either amendments or extractions from the old policy)

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The Governing Body recognises the following principles regarding charging for school activities:

- that with the exceptions listed below, education at Notre Dame is provided free of charge;
- that many activities can only take place with the benefit of voluntary contributions from parents/carers who wish their children to take part;
- that no student should be denied access to an activity because of an inability to pay;
- that it may be necessary to cancel an activity if the contributions received do not cover the cost of arranging the activity;
- that the voluntary contribution requested from parents/carers be calculated to cover the cost of the staff accompanying the children on the activity;
- that the activity being charged for covers costs, but does not return a profit.
- **Definition**

The school day is defined as: 8.50 – 13.40 and 14.25 – 15.25. The lunch break does not form part of the school day.

Responsibilities

The Head teacher will ensure that staff are familiar with and correctly apply the policy. The policy will be displayed on the school's website and enclosed with the induction pack for new parents.

The Governors will review the policy every two years

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 any materials, equipment and transport to take pupils between the school and the activity. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Examinations:

- Fees will be recouped from the parent/carer when the student fails, without good reason, to meet any examination requirement for a particular syllabus. The school will determine whether or not there has been good reason for the student's default.
- Only one entry per subject will be paid for by the school. (excluding English and Maths when a C grade is not achieved.)
- A charge will be made for the re-sit of an examination when it has been requested by the student.
- If a parent/carer requests that an examination result be re-scrutinised the charge will be passed on to the parent/carer. If the examination board subsequently refunds the charge because of an examination remark, this refund will be passed on to the parent/carer.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination **unless:**

- the examination is on the set list, but the pupil was not prepared for it at this school

- the examination is not on the set list but we arrange for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee.

The charging policy relating to examinations will be reissued to students in the year of their public examinations and available on the school website.

Voluntary contributions may be sought for activities during the school day which entail additional costs, *[for example field trips, PE options such as swimming.*

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 may be 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/carers, who may, if they wish, ask the head teacher to agree to their child being absent for that period

Voluntary Contributions

The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/guardian/carer being either unable or unwilling to pay. However, if insufficient funds are available the activity may be cancelled.

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/carers will be told how the charges were calculated.

Residential Activities

The charge will not exceed the actual cost for the activity. Under the policy it may be possible to subsidise this element of the trip for students whose parents/carers are in receipt of the appropriate benefit using Pupil Premium.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example theatre visits, art trips, certain optional clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents/carers in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Optional Extras

Charges will be made for some activities 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:
 - Part of the National curriculum;
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

- Part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport that is not required to take the pupil to school or to other premises where governing body have arranged for the pupil to be provided with educations; and
- Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include a subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

A charge will not be added for the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental/guardian/carer choice and a willingness to meet the charges. Parental/guardian/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Minibus

Travel in the school mini-bus is not profit making

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, 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 pupil premium funding.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits entitling the student to free school meals.

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

Materials used in lessons:

If a parent/carer has indicated in advance that he/she, or the student, wishes to own the finished article, a charge will be made for materials. The charge will equal the cost of the materials, or will be 'in kind' (i.e. the raw materials). The income generated will be used for the purchase of further materials.

Breakages and Damage

The present practice of charging for breakages and damage to school property continues. Loss of school property may also be charged for at cost.

Excluded Pupils

The school reserves the right to disallow an excluded student from taking part in an activity, even though that student may have made a financial contribution towards that activity prior to her

exclusion. It may be possible to refund the transport, entrance and/or accommodation fee provided the school could recover the cost, depending on the school's contract with the activity provider.

Eligible benefits

Income Support;

Income-based Jobseeker's Allowance;

Support under Part 6 of the Immigration and Asylum Act 1999;

Child Tax Credit only (not in receipt of working tax credit), and their annual income as assessed by the Inland Revenue does not exceed £16,190.

Guarantee element of State Pension Credit

An income-related employment and support allowance (ESA (IR))

Working Tax Credit 'Run On' – Where the claimant has stopped working, or their hours have dropped below 16 hours per week and their Working Tax Credit has ended, this will grant a four week entitlement.

By order of the Governing Body of Notre Dame School

Policy first adopted by Governors Finance Committee: 17th July 2012

Review Term: 3 Yearly

Review Date: 17 July 2012 Signed Chair of Finance

Review Date: 12 October 2016 Signed Chair of Finance

Review Date: Signed

Next Review October 2019