



Finchley Catholic High School

Charging and Remissions Policy

Authored by: Business Manager and Finance & Resources Committee

Adopted: January 2019

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Audience: Parents, staff and governors

The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. This policy can be read in conjunction with the DfE Guidance on Charging for School Activities (revised October 2014).

Policy Summary

The Governing Body's aim is to have a transparent charging policy that is easily understood by parents, staff and governors. The School will request voluntary contributions for all trips that take place during school hours, for equipment and school funds. The School will charge for the cost of residential trips which take place outside of school hours and are not a part of the National Curriculum. Additionally, the School will charge for all optional extras. Parents of students who are in receipt of pupil premium or on low incomes may apply for support by application to the Headteacher (section 12).

1. Admissions

There is no charge for admissions to take up a place at the school. There is a deposit taken to secure a sixth form place, which is returned to those who accept a place or those who did not meet their offer criteria. This is detailed as part of the sixth form admissions process.

2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged according to prices agreed by the school.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list where children have been prepared for the examinations by the school. There is no charge for examinations that are not on the set list, but have been arranged by the school. However, if the pupil fails without good reason to meet an examination requirement or attend the exam, the school may recover the fee incurred.

There is a charge of the examination entry fee(s) for registered pupils who have not been prepared for the examination(s) either at the school or as part of its collaborative arrangements.

Pupils and parents will be charged for any examination re-sits that they opt for in line with the charges set down by the examination board. In addition there will be a charge to cover administration and invigilation costs. Fees for re-marks requested by the school will be charged in line with the charges set down by the examination board.

4. Activities that take place during school hours (not including the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (section 9).

There is no charge for transport during school hours to school-organised activities.

The school **will** charge for:

- Any materials, books, instruments and equipment, where the parent wishes their child to keep the item in question or texts where it is suggested that students purchase their own copies
- Resources for practical subjects such as Art, Food Technology and Technology subjects, on the basis the items are taken home.
- optional extras (section 5)
- music or vocal tuition (section 9)

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is prepared for by the school
- part of the school's religious education curriculum

Optional extras

The school will charge for optional extras such as materials, books, instruments, equipment and miscellaneous fees, as follows:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school
 - c) part of religious education
- transport that is not taking the pupil to school or to other premises where the Governing Body has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- entrance fees to theatres, museums etc.
- certain extended services and clubs organised by the school
- intervention classes outside of the school timetable

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. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

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

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 7.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate: no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. (Travelling time is included in time spent on activity).

In this case the charging of the activity will be the same as is outlined in section 4.

7. Voluntary contributions

The Governing Body is permitted to ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

Furthermore, in any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents. There is no obligation for a parent or carer to make any contribution. However, if sufficient funds cannot be raised the activity may be cancelled and all monies paid will be returned to parents.

No pupil will be excluded from an activity simply because his or her parents are unwilling or unable to pay: their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

8. Residential activities

The school **will not** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours

The school **will** charge for:

Board and lodging

When any visit has been organised by the school where there may be a charge for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 12).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours (see section 5).

Refunds

Non-refundable deposits will be clearly indicated and a scale of refunds is dependent on the timing and reasons for withdrawal from a school trip.

Withdrawal from an activity or trip

Parents/carers may be liable for costs incurred in the event the school decides a pupil will have to be withdrawn from an activity or trip.

9. Music tuition within school hours

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Music lessons are administered by Barnet Education Arts Trust.

The school **will not** charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

10. Extra-curricular activities

Finchley Catholic High School is dedicated to providing a well-rounded and extensive education for its students which includes a wide range of extra-curricular activities (extended services).

Any charges for extra-curricular activity will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

The school also runs breakfast clubs and after-school homework clubs which are free of charge.

Extended services provided by third-party providers who use the school premises are subject to their own financial arrangements and their charges are not covered by this policy.

11. Damage to property and equipment

Where school property (including premises, furniture, equipment, books or materials) has been damaged by a student either wilfully or through negligence the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

A charge will be made for text books and other learning resources, which are not returned. A charge may also be made if they are returned in poor condition.

12. Remissions and concessions

The school will give consideration to the remission of charges for curriculum based activities or trips to parents or carers who receive the following support payments:

- Income Support
- Universal Credit
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

13. Inability or unwillingness to pay

Finchley Catholic High School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers.

Parents of students for whom we are in receipt of pupil premium or those on low income may apply in writing for a subsidy, which will be considered by the Headteacher.