



## Charging and Remissions Policy

This policy document is to be read in conjunction with the Exams Policy

Author:	R Hender
Committee:	Finance & Resources
Intended Audience:	Parents, staff, governors

Approved by:	Finance & Resources	Date:	June 2021
Last reviewed on:	February 2019		
Next review due by:	June 2023		

**Contents**

---

Policy Summary ..... 3

Legislation and guidance ..... 3

Admissions ..... 3

School meals ..... 3

Public Examinations..... 4

Activities that take place during school hours..... 4

Education partly during school hours ..... 4

Activities that take place outside school hours ..... 5

Voluntary contributions..... 6

Residential activities ..... 6

Music Tuition..... 7

Extra curricular activities ..... 7

Damage to property and equipment..... 7

Remissions and concessions ..... 7

Inability to pay.....8

## 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 resources. 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.

As a publicly funded organisation Finchley Catholic has a responsibility to recover funds owed to the school and will take reasonable measures to do so.

In general all goods and services supplied by the school should be paid for in advance.

## Legislation and guidance

---

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 May 2018).

## 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 did not meet their offer criteria or by request to those who accept a place. This is detailed as part of the sixth form admissions process.

## School Meals

---

Students eligible for free school meals are entitled to a meal allowance at lunchtime. Purchases outside of this time are chargeable.

Students who are not entitled to free school meals will be charged according to prices agreed by the school.

Parents/carers are expected to keep the canteen balance in credit. Payment reminders will be sent to those with debit balances. If after two reminders the balance is not cleared the school will ask for a payment plan to clear the debt. The debtor may be advised that they will be required to pay in advance for all future supplies or the service will no longer be available to them until the debt is cleared. However, we will ascertain and take into account individual circumstances.

In the case of a leaver's account being overdrawn the debit balance will be transferred to a sibling where applicable.

## 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, unless the pupil is being prepared for the re-sit a school. 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.

## Activities that take place during school hours

---

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

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, may be chargeable
- optional extras
- music or vocal tuition

## Education partly during school hours

---

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours.

If the number of school sessions taken up by a residential visit is equal or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1 Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2 Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

### **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. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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.

## **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.

## **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 will be exempt from paying this cost – see Remissions and Concessions.

### **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.

### **Refunds**

Non-refundable deposits will be clearly indicated. Refunds will be dependent on costs incurred/funds committed by school.

Where funds have been spent or committed by school in order to facilitate a trip/Wisepay purchase, parents will be liable for those costs.

### **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.

### **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.

### **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.

### **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.

### **Remissions and concessions**

---

The school will give consideration to the remission of charges for curriculum-based activities or trips to parents or carers who prove they are in receipt of the following support payments:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that there is no entitlement to Working Tax Credit and the family's income does not exceed the current level set by HMRC)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children of families who receive these payments directly are:

- entitled to free school meals.
- Exempt from paying the costs of board and lodging of a residential trip, provided this is required as part of the national curriculum or part of the syllabus for a prescribed examination

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.

### **Inability 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 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 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.