



CARDINAL NEWMAN
CATHOLIC SCHOOL

November 2017

Reviewed By: *Principal and
Business Manager*

Date of Next Review:
November 2019

Charging and Remissions Policy

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1 Admissions

- 1.1 The school will not charge for admissions.

2 Public examinations

- 2.1 [Subject to paragraph 2.2 below] the school will not charge for entry to examinations that are:
- 2.1.1 part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school;
 - 2.1.2 not on the set examinations list, but arranged by the school.
- 2.2 If in the reasonable opinion of the Principal the student fails without good reason to meet an examination requirement, the school may recover the entry fee incurred from that student's parent/carer.
- 2.3 For information on public examinations for which entry may be charged, see paragraph 4.1.2 below.

3 Education during school hours (not including break time)

- 3.1 There is no charge for education during school hours, including the supply of materials, books, instruments or other equipment, except for:
- 3.1.1 optional extras (see section [4] below)
 - 3.1.2 music tuition (see section [5] below)
- 3.2 There is no charge for transport during school hours to school-organised activities [taking place during school hours].
- 3.3 The school may charge for the cost of materials used to produce an article that the parent/carer indicates beforehand that he/she wishes to be kept by him/her or the student (in which case you will be informed of the cost before the parent/carer are charged).

4 Optional extras

- 4.1 The school will charge for optional extras, meaning:
- 4.1.1 education provided outside of school time that is not:
 - 4.1.1.1 part of the national curriculum;
 - 4.1.1.2 part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - 4.1.1.3 part of religious education;

- 4.1.2 entry fees for an examination for which the registered student has not been prepared at the school or where the student has sat the examination once but wishes to retake it;
 - 4.1.3 transport;
 - 4.1.4 board and lodging for a student on a residential visit;
 - 4.1.5 extended day service, e.g. breakfast club, after-school club and supervised homework sessions.
- 4.2 The Principal will decide when it is necessary to charge for optional activities.
- 4.3 Any charge made in respect of an individual student will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. The calculation will not include any element of subsidy for any student wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.
- 4.4 When calculating the cost of optional extras, an amount may be included for the cost:
- 4.4.1 of any materials, books, instruments or equipment provided in connection with it;
 - 4.4.2 attributable to providing accommodation used in connection with it;
 - 4.4.3 attributable to providing non-teaching staff for a purpose connected with it;
 - 4.4.4 attributable to providing teaching staff engaged under a contract for services and supply teachers for the purpose of providing it and/or suitable cover staff;
 - 4.4.5 where the optional extra is music tuition, attributable to providing teaching staff employed for that purpose;
 - 4.4.6 attributable to providing administration in connection with it;
 - 4.4.7 attributable to providing insurance cover in connection with it.
- 4.5 Before organising the provision of an optional extra for which a charge will be made, the school will obtain the parent/carer's prior agreement to:
- 4.5.1 the student taking part in the optional extra; and
 - 4.5.2 paying the charges.

5 Music tuition during school hours

- 5.1 The Education Act 1996 permits schools to charge for music tuition, even if it takes place during school hours.
- 5.2 Charges will be made if the music tuition is not an essential part of:
 - 5.2.1 the national curriculum;

5.2.2 a public examination syllabus being followed by the student; or

5.2.3 the first access to the KS2 Instrumental and Vocal Tuition Programme (Wider opportunities).

5.3 The school may charge for music tuition requested by a student's parent/carer and delivered by a specialist tutor either individually or to a group of an appropriate size (the size of the group being based on sound pedagogical principles). The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

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

5.5 Charges for music tuition within school hours will be remitted for students on free school meals.

5.6 There is no charge for music tuition for looked after children, including instrument hire, music books and/or examination fees.

6 Activities taking part partly during school hours (at or outside school)

6.1 Where the majority of a non-residential activity takes place during school hours, the activity will be charged as set out in section 3 above.

6.2 In calculating the time spent on an activity, travelling time connected with it will be included.

6.3 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 students who do not wish to participate, i.e. it cannot include any element of the cost of supply teachers engaged to cover for those teachers who are absent from school accompanying students on a visit.

7 Education that take place outside school hours (non-residential)

7.1 There is no charge for education that takes place outside school hours when they are:

7.1.1 part of the national curriculum, including sports matches;

7.1.2 part of the syllabus for a public examination for which the student is being prepared by the school; or

7.1.3 part of religious education.

8 Residential trips

8.1 This section applies to any trip:

8.1.1 arranged by or on behalf of the governing body;

8.1.2 which requires students to spend at least one night away from home (or their usual overnight accommodation)

(**'residential trip'**).

8.2 The school will not charge for:

- 8.2.1 education provided on any visit that takes place during school hours;
 - 8.2.2 education provided on any visit that takes place outside school hours but which:
 - 8.2.2.1 is part of the national curriculum;
 - 8.2.2.2 part of the syllabus for a prescribed public examination for which the student is being prepared at the school; or
 - 8.2.2.3 part of religious education;
 - 8.2.3 travel costs where the residential activity is classed as being 'within school hours';
 - 8.2.4 residential activities that take place during school hours.
- 8.3 The school will charge for:
- 8.3.1 Board and lodging. The parent/carer will be informed of any cost for board and lodging before any visit takes place. The school will charge anything up to the full cost of board and lodging, whether this is classed as taking place during school hours or not. A parent/carer who can prove that they receive certain benefits may be exempt from paying this cost (see section 10 (Remission)).
 - 8.3.2 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 student (as if the charge were paid in respect of all students).
 - 8.3.3 Activities. The school will charge for residential activities that take place outside of school hours (see section 4).
 - 8.3.4 Administration and insurance. The school will charge an amount in connection with (see section 4).
 - 8.3.5 Staff Cover costs. The school will charge an amount in connection with (see section 4).

9 Damage to property and breakages

- 9.1 If school property is wilfully damaged or destroyed [or stolen] by a student or a parent/carer, the school reserves the right to charge the person responsible (and or, in the case of damage by a student, his or her parent/carer) for some or all of the cost of repairing or replacing that property.
- 9.2 Where property belonging to a third party (including another student) has been damaged or destroyed [or stolen] and the school has been charged, the school may charge some or all of the cost to those responsible.
- 9.3 The decision as to whether charges will be made under this section 8 will be made at the sole discretion of the Principal.

10 Remissions and concessions

10.1 The school will give consideration to the remission of charges (i.e. where it will not charge) parents or carers who receive:

10.1.1 Income support;

10.1.2 Income-based Jobseekers Allowance;

10.1.3 Child Tax Credit (where the person is not also receiving Working Tax Credit);

10.1.4 Support under Part VI of the Immigration and Asylum Act 1999;

10.1.5 Guaranteed element of State Pension Credit;

10.1.6 Income-related employment and support allowance;

10.1.7 Universal credit.

Children of families who receive these payments are also entitled to free school meals.

10.2 The school will deal with claims for remission confidentially.

10.3 The Principal [and the Chair of Governors] will authorise the remission of charges.

10.4 The school may choose to subsidise all or part of the payment of some charges for certain activities and/or students. Any such decision will be made by the Principal [and the Chair of Governors].

11 Voluntary contributions

11.1 [The Principal, on behalf of] the governing body may request or invite voluntary contributions to the school:

11.1.1 for general funds; and/or

11.1.2 to fund activities that will enrich the students' education.

11.2 Where an activity cannot be afforded without voluntary funding, the school will make this clear to parents/carers. If the activity is cancelled due to insufficient voluntary funding, all monies paid will be returned to parents/carers.

11.3 There is no obligation for a parent/carer to make any voluntary contribution. The school will not pressure any parent/carer to make such a contribution, nor will any student be treated less favourably because his/her parent or carer fails to do so.

12 Inability or unwillingness to pay

12.1 The school is committed to ensuring fair access to and treatment of all students. No student will be excluded from an activity because his or her parent or carer is unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

12.2 The identity of a student whose parent/carer is unwilling or unable to pay (or of the parent/carer) will not be disclosed under any circumstances.

Reviewed by: Principal and Business Manager

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