

	SECTION	POLICY
	TOPIC	CHARGING AND REMISSIONS

Under the terms of the Education Act 1996, the Governing Body of The McAuley Catholic High School must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments, it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity.

Procedure

1. **Admissions** – no charge shall be made in respect of admissions.
2. **Provision of education** – no charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the curriculum. The School may charge persons who are not registered pupils for education provided, or for facilities used by them belonging to the School.
3. **Musical instrument tuition** – the School will review on a yearly basis whether or not to charge a contribution towards musical instrument tuition either individually or for a group of not more than four pupils where the lesson is not considered to be part of the National Curriculum or is not in preparation for a public examination. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus.
4. **Practical subject charge** – charges will be made for materials and ingredients for practical subjects where parents indicate that they wish to receive the finished articles.
5. **Books and equipment** – no charge will be made for books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated that they wish to own the product.
6. **Visits during the school day** – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.

"I have come that they may have life and have it to the full" John 10:10

	For approval by governors: Autumn Term 2014	
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7. **Residential visits** – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, a trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, is part of the National Curriculum, or is preparation for a public examination, then only the cost of board and lodging can be passed on to parents and this cannot exceed the actual cost.
8. **Public examinations** – No charge shall be made in respect of the entry of a registered pupil at the School. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the School. Where a student repeats or requests a remark of an examination at their own discretion a charge may be made. Where a student has paid for an examination re-mark and the new grade exceeds the original, then a refund will be made for the fee.
9. **Optional extra visits** – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged for and parents are expected to meet the full cost of the trip.
10. **Breakages** – The financial cost relating to breakages/damages/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to School property that is placed under the responsibility of the student and may be taken off the premises.

Remission of Charges

The School will draw parents/carers' attention to the categories that may entitle them to statutory remission. This presently includes those students whose parents can prove they are in receipt of any of the following:

- Universal Credit in prescribed circumstances
- Income Support
- Income based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of child tax credit, provided that working tax credit is not also received and the family's income (as judged by HMRC) does not exceed £16,190 (financial year 2013/14)
- Guaranteed State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Third Party Lettings/Use of Facilities

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- On the limited occasions where school facilities are used by third parties, a charge may be made to cover the use of the premises, administration, wear and tear and general disturbance
- Under no circumstances will lettings be subsidised from resources provided for students' education
- Facilities will only be let where they are not needed for purposes of education at that time
- The charge is negotiated between the Academy and the prospective tenant
- All hirers will need to demonstrate that they have adequate insurance to compensate the school for any damage they cause and a copy of the insurance certificate should be obtained and retained during the let.

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