

# **ST JOHN'S SCHOOL AND SIXTH FORM COLLEGE A CATHOLIC ACADEMY**

## **Charges and Remissions Policy**



## **1. Introduction**

This policy sets out the circumstances in which St John's School & Sixth Form College – A Catholic Academy (“the Academy”) charges to students in respect of activities organised by Academy staff. No charges will be made in respect of students' participation in education that is part of the national curriculum; part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy (but see exceptions below); or part of religious education.

The main legislation governing the charges made to students for Academy activities is set out in The Education Act 1996, Sections 449-462. This legislation covers what governing bodies may and may not charge for when activities take place, either during or outside Academy hours, including residential activities.

## **2. Statement of Policy**

- 2.1 The Charging and Remissions Policy is drawn up in compliance with the above legislation. Ideally, the Academy would like to make no charge to parents or students for any activity that is relevant to education provision, which occurs inside or outside the Academy. The limits of the Academy's budget, however, requires us to make charges for certain activities and this policy outlines those areas.
- 2.2 Residential and other trips that are not specifically related to the education provision outlined above.  
Charges in respect of residential and other trips that are not specifically related to the education provision outlined will be made on the basis of recovery of the cost involved. Parental agreement is a necessary pre-requisite for the provision of trips where charges will be made. Participation in such trips will be on the basis of parental choice and a willingness to meet the charges.
- 2.3 Other charges will be made according to the activity and may constitute a contribution to the cost of that activity to ensure that it continues, particularly in the case of charges for music tuition.
- 2.4 The charging policy will bridge the gap between activities funded by the Academy and activities funded wholly or partly by students or parents. The aim is to ensure that the policy is implemented equitably but with the flexibility to make charges as prudent administration of the Academy funds requires.
- 2.5 The following list indicates the circumstances where the Academy will generally make charges, although this is not exhaustive:
  - 2.5.1 Music tuition for work which is not an essential part of the national curriculum or a public examination syllabus being followed by the students at the Academy.
  - 2.5.2 External visits, trips, exchanges etc. that fall inside or outside of Academy hours and are not a necessary part of the national curriculum or an essential part of the syllabus for an approved examination.

- 2.5.3 Education provided outside of Academy hours that is not part of the national curriculum; part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy; or part of religious education.
- 2.5.4 Students' board and lodging whilst on residential trips.
- 2.5.5 Curriculum-related visits or activities to enhance the students' experience, that occur outside the students' "formal" teaching timetable (e.g. Theatre, Research, projects etc.), for which the Academy would need to ask for voluntary contributions.
- 2.5.6 Students' travelling costs incurred whilst on work experience.
- 2.5.7 Completed work projects which students indicate they would like to take home (e.g. art projects, food projects, models etc.)
- 2.5.8 Examination entry fees which have been paid for by the Academy, where students fail to attend the exam.
- 2.5.9 Students' fees in respect of second attempts at examinations will only be paid by the Academy in exceptional circumstances.
- 2.5.10 Examination entry fees for non-prescribed examinations or those not recommended by the Academy for a particular students.
- 2.5.11 Examination entry fees if the registered student has not been prepared for the examination(s) at the Academy.
- 2.5.12 Non return of library books or defaced library books will be charged at full cost of replacement.
- 2.5.13 Fees in respect of Awards (e.g. grade 4 flute etc.)
- 2.5.14 Costs incurred in relation to any items broken, damaged, or defaced, where it is felt that this a result of a student's conduct or carelessness (to include accidental damage, if appropriate).
- 2.5.15 Any books, materials, instruments or equipment, where the student's parent/carer wishes him/her to own them.

### 3. Remissions

- 3.1 Whenever charges are made, there are students whose family circumstances may exempt them from payment. The Academy will consider remission from payment for all or part of the charge for an activity, providing that the parents'/carers' only income is derived from state benefits or the Academy has concluded that it is appropriate to support the activity based upon a review of household income. Individual applications must be made on each occasion for which remission of all or part of a charge is requested. There are specific procedures that must be complied with, in particular in respect of documentary evidence of household income.
- 3.2 Where appropriate, students or parents/carers may request consideration for remission from charges as outlined in the information provided to the student and parent/carer by the activity organiser.
- 3.3 Any student or parent/carer seeking remission in respect of a charge will be expected to provide the Headteacher, or by delegation of the Headteacher, details of his/her personal circumstances.
- 3.4 **No individual student will be prevented by financial hardship from participating in an event that is considered to be essential to his/her programme of study.**

#### **4. Implementation of Policy**

The following guidelines will be followed when implementing the Academy's charging and remissions procedure:

- 4.1 All students will be notified in advance of any charges that are to be set and they will have, where appropriate, information to take home to parents/carers. This will take the form of a letter outlining the activity, what the charge is, when it is to be paid and to whom monies must be given.
- 4.2 When seeking voluntary contributions from parents or students for a particular activity, the Academy will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.

Policy accepted: 1 July 2015

Policy review: 2016