

Charging Policy

Designated Teacher:	Deputy Headteacher
Adopted:	Date: Jan 2016
Review Period:	Three Years
Review Date:	Date: Jan 2019

“Educating for Life”

Our Values



Rationale:

Preamble

The governors fully and willingly acknowledge that no charge can be made for admitting pupils to St John Fisher Catholic High School. Furthermore, where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs, for school visits to museums etc, or for sports/swimming lessons etc., which take place during school hours.

The governing body have drawn up a statement of general policy on charging and remissions below, which meets the requirements of the law (Education Act 1996) and takes into account DFE guidance on “Charging for Activities”.

Education

The school will not charge for:



- education provided during school hours (including the supply of any materials, books, instruments or other equipment).
The school may, however, charge a returnable deposit for books used post 16 and key stage 4;
- education provided outside school hours if it is part of the National Curriculum, or part of religious education, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- tuition for pupils learning to play a musical instrument if the tuition is required as 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;
- entry for a prescribed public examination, **if the pupil has been prepared for it at the school;**
- examination re-sit(s) if the pupil is being specifically prepared for the re-sit(s) in a taught programme at the school. (See below)

However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, including non-attendance at an examination or failure to complete coursework, the school can recover the relevant fee from the pupil's parents.

The governing body has decided that the school will charge for the following as allowed:

- a returnable deposit for books used post 16 and key stage 4;
- any materials, books, instruments, or equipment, where the child's parent wishes him to own them and keep them after the end of the course;
- music and vocal tuition, in identified circumstances. (See below)
- optional extras. (See below)

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the National Curriculum;



- b) part of religious education; or
- c) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.

- examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school, or to other premises where the school have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- non-teaching staff engaged to provide an optional extra;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It may 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.

The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet 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 may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.



The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity must be cancelled.

ACTIVITY CHARGES

Residential Trips

The governing body will charge parents for board and lodging costs for residential trips, except for parents of pupils who are eligible for free school meals in the circumstances identified below. The charge will not exceed the actual cost.

- Such parents will have board and lodging costs remitted to them if the trip takes place mainly during school hours (see remission below). In addition, fees for residential trips (rather than just the cost of board and lodging) will not be charged to such parents even if the trip is outside school hours if the trip forms part of the syllabus for a prescribed public examination (e.g. GCSE) or is part of the National Curriculum or the syllabus for religious education.

Music Tuition

A charge will be made for vocal and instrumental tuition during school hours either as an individual pupil or in groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles), unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCE or GCSE) that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible for the first musical instrument. Charges may be made for additional music tuition provided outside normal school hours or for tuition for second or subsequent instruments.

Where pupils are eligible for free school meals, they may have free instrumental music tuition provided by peripatetic teachers.

Transport

The School will not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit.

Public Examinations



No charges will be made for entering pupils for public examinations that are set out in regulations and for which the child is prepared at the school. However, an examination entry fee will be charged to parents if:

- The examination is on the set list, but the pupil was not prepared for it at the school;
- The examination is not on the set list, but the school arranges for the pupil to take it;
- A pupil fails without good reason to complete the requirements of any public examination, or fails to attend any component of the examination, where the governing body originally paid or agreed to pay the entry fee;
- Parents and not the school have specifically requested a remark;
- A pupil wishes to re-sit an examination where the original entry was prepared for and paid by the school.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Damages

Parents will be expected to pay for damage to and loss of school property caused wilfully or negligently by their children.

REMISSION OF CHARGES

The governors will remit, wholly or partly, any charge which would otherwise be payable in accordance with the guidelines below:

- Remission of the cost of board and lodging for residential trips undertaken by pupils who are in receipt of free school meals, where the trip takes place mainly in school hours or forms part of a syllabus for a prescribed public examination;
- Remission of fees for residential or non-residential trips, even if the trip occurs outside school hours, for pupils who are in receipt of free school meals, if it forms part of a syllabus for a prescribed public examination;
- Remission of the cost of instrumental music tuition offered to individual pupils as a result of a shortage of a particular instrument in the school band;
- Remission of the cost of instrumental music tuition or other arts related tuition for individuals specifically identified as gifted and talented by the school.

