

## Charging and Remission Policy

### CHARGES FOR SCHOOL ACTIVITIES

The 1988 Education Reform Act requires the School Governors to inform parents of those activities organised by the school for which it would be appropriate to make a charge or request a contribution.

This information relates to activities to be organised during the period 2018 - 2020. It is the Governors' intention to review this policy regularly and to publish this information at the start of each school year.

#### 1. Education during the School Day

- 1.1 Pupils are admitted to the school without charge and solely in accord with the admissions' criteria published in the school brochure and website.
- 1.2 Education is provided free of charge with the school providing all necessary books, equipment and resources for lessons in the school's normal curriculum. Instrumental music tuition is provided by peripatetic teachers who charge the school for their services. In order to maintain this service the majority of this charge will be passed on to parents. Costs for tuition will be explained in a letter when the service is offered.
- 1.3 In subjects such as design technology and art and design, the School will provide the materials to make an item of a standard design. If a pupil wishes to improve the article above the basic standard, parents will be responsible for the extra cost.
- 1.4 The school may charge pupils for revision guides and materials which are in addition to course materials. The cost of the materials will cover the costs only.
- 1.5 The school may charge for stationery items including pens, pencils, calculators, and dictionaries which are to be the property of the pupil.
- 1.6 A voluntary charge to assist with transport costs may be asked for when pupils are given the opportunity of field studies, visits to galleries or other curriculum related events. These charges will be a small proportion of the overall cost of the visit. It is impossible to meet all such costs as school allowances for books and materials must take precedence. Therefore, other visits can only be funded by asking parents for a voluntary contribution in the knowledge that:
  - a. there is no obligation to contribute
  - b. pupils will not be treated differently according to whether or not their parents have made any voluntary contribution.
- 1.7 In most instances however, the activity will only take place if sufficient money is contributed. Letters will clearly indicate the contribution needed for the visit to be organised.
- 1.8 These arrangements apply to activities which take place wholly or mostly during the normal school day which for this school is 8.20 to 1.05 and 1.55 to 2.55.

## **2. Examination Fees**

- 2.1 The School will be responsible for paying the fees to be entered for recognised public examinations. Pupils will be entered, with parental agreement, for one public examination in each subject they study. Parents and pupils will be informed around time of entry prior to the relevant exam season.
- 2.2 The entrance fee will be recovered from the parents when a pupil, without good reason, fails to attend an examination for which the school has paid the fee.
- 2.3 In the case of re-sits, parents will be charged if they request a re-sit of an examination paper.
- 2.4 In the case of re-marked examination papers, parents will be charged if they request a remark of their child's examination paper.
- 2.5 In the case of Graded music tests, the parents will pay the entrance fee for the test.

## **3. Activities organised wholly or mostly outside School hours**

- 3.1 Participation in these activities is entirely voluntary and so are unaffected by these arrangements. The full costs of these activities will be paid for by parents.
- 3.2 There will be no charge for the transport of school teams to local fixtures or events.

## **4. Residential Visits during School hours**

- 4.1 It will be the School's policy that a charge will be made for board and lodging.
- 4.2 A voluntary contribution will be requested to pay for the cost of transport to and from the activity.

## **5. Loss or Damage**

- 5.1 The School will ask parents to make a contribution to cover all or part of the costs of lost books or equipment, damage caused by their child's carelessness or vandalism to school property or the fabric of the building (e.g. doors, windows, ceiling tiles etc.) . Information on the costs for individual book, items or equipment etc. will be given at the time of the loss.

## **6. Diocesan Building Fund**

- 6.1 The School will, on behalf of the Diocese of Salford, annually ask parents to make a voluntary contribution to the Diocesan Building Fund

### **Comment**

The 1988 Act requires these arrangements to be made known to parents. It remains the School's aim to provide a variety of trips and visits that will be of educational and social benefit to your pupils. We hope that with your support and understanding, we will be able to continue to provide a wide variety of activities and visits.

**Further details can be found at:**

<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/goodpractice/b0011770/charging-school-activities/>



