

# St Matthew's RC High School

## Charging Policy



Reviewed: September 2018

To be reviewed: September 2019

*We Pray, We Care, We Achieve*

## **CHARGING FOR ACTIVITIES POLICY**

### **General Guidelines**

In general no charge can be made for admitting students to maintained schools 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, admission costs for swimming lessons or visits to museums, etc during school hours.

### **Voluntary Contributions**

Headteachers or governing bodies may ask parent/carers for a voluntary contribution towards the cost of

- Any activity that takes place during school hours
- School equipment
- School funds generally

The contribution must be genuinely voluntary though, and the students of parent/carers 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 it must be cancelled.

### **Residential Trips**

Schools will charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parent/carers are in receipt of the following support payments, will in addition to having free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support     Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax credit
- Guaranteed State Pension

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the student to sit or the syllabus for religious education.

### **Public Exams**

No charges may be made for entering students for public exams that are set out in regulations. However, an exam entry fee may be charged if:

- The exam is on the set list but the student was not prepared for it at school
- The exam is not on the set list but the school arranges for the student to take it
- A student fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

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

## Peripatetic Music Lessons

Instrumental lessons are offered to individuals or groups of students. These lessons are currently funded via the school. Parents may be asked for a voluntary contribution for their child to participate in extra-curricular activities.

## Charging and Remissions Policy

Issues	Policy
Residential courses in school time with board and lodgings cost only	Parent/carers required to meet the full cost except for children with statements specifying residence and children eligible for free school meals, where charges should be remitted by school.
Activities outside school hours not within the National Curriculum	Parent/carers meet full cost except for children with statements specifying residence when activities take place during normal residential period.
Individual music tuition	School may bring outside tutors in, within school at a charge to parents. However if part of National Curriculum or a prescribed public examination parent/carers cannot be charged.
Dual examination entries	Charged to parent/carers.
Extra examination entries / re-sits without tuition	Charged to parent/carers.
Exams not on the list prescribed by the Secretary of State	Charged to parent/carers.
'Wasted' exam entries	Parent/carers charged when exam wasted without reason acceptable to school.
Ingredients / materials for practical subjects	Parent/carers encouraged to provide materials for practical subjects, but no child must be disadvantaged because of parent/carers' inability/reluctance to pay. Where necessary school will pay.
Lost school equipment, books etc	Parent/carers may be expected to replace or purchase items of lost property.
Breakages and damages to school buildings, furniture or property	Parent/carers to be made aware that wilful damage to school buildings or property may be charged to parent/carers by the school.

This policy will be reviewed annually.