



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY



DIocese of SALFORD

Charging and Remission Policy

Reviewed:
April 2023

To be reviewed:
April 2024



We **Pray**
We **Care**
We **Achieve**

MISSION Statement



St. Matthew's
Roman Catholic High School

All policies and procedures are underpinned by our School Mission Statement:



WE PRAY

As a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.



WE CARE

For everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.



WE ACHIEVE

The best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.



We **Pray** · We **Care** · We **Achieve**

Charging & Remission Policy

Introduction

At St Matthew's RC High School all our policies are underpinned by our mission statement;

- **We pray** as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.
- **We care** for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.
- **We achieve** the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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CHARGING FOR ACTIVITIES POLICY

General Guidelines

In general, no charge can be made for admitting students to schools where education is provided wholly or mainly during school hours. It is therefore not possible to levy a compulsory charge for transport, or admission costs to museums, for example, during school hours.

Voluntary Contributions

School can ask parent/carers for a voluntary contribution towards the cost of:

- Any activity that takes place during school hours
- Cost of material/ingredients such as design or food technology
- School funds generally

Any contribution must be genuinely voluntary, and the students of parent/carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough contributions to make an activity viable, and there is no way to make up the shortfall then the activity 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 during school hours, students 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 Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

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 make a voluntary contribution toward the cost of ingredients, 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.



St. Matthew's

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