



# **Cardinal Heenan Catholic High School**

## **Remission & Charging Policy**

Key staff:	J Asquith
Key governor:	
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Approved by Governing Body:	
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## **Introduction**

The policy is in place to ensure that charges are levied correctly, fairly and to ensure that no child is disadvantaged by financial difficulties. The policy provides clarity in identifying those items which the school will provide free of charge and for those items where there may be a charge. The policy is subject to annual review by the governors.

## **The Policy**

Cardinal Heenan Catholic High School, as a voluntary aided school, provides free education for registered students, provided it takes place wholly or mainly during school hours.

- School hours are those when a school is actually in session, not including mid-day break.
- Under certain circumstances a third party may charge parents direct for activities organised in school hours.

Charging (as permitted under the Education Act, 1996) is permitted for education provided out of school hours, unless it is required to fulfil a prescribed public examination, is within the requirements of the National Curriculum or to fulfil statutory duties relating to religious education when only charges for board, lodging or residential trips can be made.

- The school will consider, where appropriate, making payment in full or part for children from families where genuine hardship can be proven. A student whose parents/carers do not make a contribution will not be treated differently.
- To cover additional costs of certain out-of-school trips parents/carers are sometimes asked to make a contribution to the cost of their child's participation in the trip.
- Where there are insufficient voluntary contributions to cover the cost of an activity, the school reserves the right to cancel it.
- Parents/carers may forfeit payments they have made if they subsequently withdraw their child from the activity/trip.
- Parental consent will be obtained where children are to participate in any activities for which a charge may be made.

## **Charging for Board and Lodging**

Board and lodging may be charged for whether or not the visit takes place within school time and whether or not the activity is provided to fulfil the requirements of the syllabus of a prescribed public examination, the National Curriculum or statutory duties relating to religious education.

- Charges for board and lodging must not exceed the actual cost to the student.
- The headteacher may consider whether to remit charges in other circumstances.
- Sixth form students experiencing financial difficulties which are likely to impede their ability to access their education are invited to apply for a contribution from the 16-19 Bursary Fund (see the 16-19 Bursary Fund Policy for further information).

## **Charging for Optional Activities**

Optional activities are activities which take place either wholly or mainly outside school hours and they are not part of a prescribed public examination, required to fulfil the national curriculum or religious education:

- Participation is based on individual choice, with parental agreement to pay for the provision
- Charges can cover travel, board and lodging, materials, books, instruments and other equipment, staff costs, entrance fees and insurance
- The charge can be based on the total cost of the activity divided equally by the number of participants.

It cannot include a subsidy for those whose parents will not, or cannot, pay the charge. The cost cannot exceed the total cost of the activity.

### **Additional Unavoidable Expenditure**

If the school incurs any additional expenditure on behalf of a student whilst on a school activity then the parents/carers would be expected to reimburse the costs to the school e.g. student loses his/her passport whilst on a foreign trip.

### **Charging for Examinations**

The school is required to enter a student for each exam syllabus for a prescribed public examination for which the student has been prepared.

This requirement can be lifted if there is an educational reason for not entering the student or if the student's parents/carers request, in writing, that the student is not entered.

- If a student fails to complete the requirements of the public examination which the school has paid for and has no good reason, then the examination fee can be recovered from the parents/carers.
- If a student is to be entered in an examination other than a prescribed public examination, the fee can be recouped from the student's parents/carers, provided their agreement has been obtained in advance.
- The school reserves the right to recoup the cost of re-sits of prescribed examinations.
- Ex-students requesting re-sits after leaving school will be expected to pay the full cost of an examination
- In the event that a student fails to attend an examination without reasonable explanation, the school reserves the right, where appropriate, to charge parents/carers for the examination registration fee.
- In exceptional circumstances if the school is in doubt of a student's intention to attend for an exam the school reserves the right to request a pre-payment of the exam fee by the parents/carers. The fee will be reimbursed if the student attends the exam.

### **Charging for cost of ingredients, materials etc.**

The school bears the costs of ingredients, materials and equipment required for practical subjects but parents/carers may be asked to make a voluntary contribution towards these costs:

- The school may make a charge for these items if the parents agree, in advance, that they wish to own the finished product,
- All students will be treated the same, whether their parents/carers contribute or not.

### **Charging for Transport during School Hours**

No charge will be made for transporting students between sites during school hours for educational activities.

- If a student uses transport not provided by the school to travel from home to an activity sanctioned by the school but not provided by them, the parents may be required to cover the cost (i.e. travel to work experience).

### **Charging for damaged or lost items**

The headteacher may seek from parents the cost of repair or replacement items where these were damaged or broken as a direct result of misconduct on the student's part. This does not in any way detract from the teaching staffs' duty to brief students thoroughly and to manage a calm and safe working environment for students.

### **The Freedom of Information Act & Charging**

Members of the public have a statutory right to ask for information under the Freedom of Information Act.

For parents of present or prospective students (including parents requesting information to help them decide if they wish their child to attend the school), single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of non-standard paperwork or photocopying, the school reserves the right to levy a charge to cover photocopying and administrative costs.

When a member of the general public or a member of a professional body requests the information, then a standard charge will be made to cover photocopying, postage and administrative costs.

In all cases where a charge is to be levied, the purchaser will be informed of the cost and requested to pay the correct amount in advance, (by cash or cheque) before the work is undertaken.

### **Voluntary Contributions**

The School may ask parents for voluntary contributions towards the cost of:

- Materials and consumables for technology,
- Any activity which takes place during school hours, including non-curriculum activities,
- Lost or damaged school equipment,
- School funds generally.

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

### **External funding**

Examples of external funding which could be used, if applicable, to subsidise any item which can be charged for are:

- Pupil Premium funding
- Grant giving bodies which fund volunteering work by young people
- Local charitable trusts specifically established to assist poorer families in the locality
- Councillor locality budgets enabling elected members to fund worthwhile local projects in their ward or constituency
- Fundraising
- Sponsorship
- 16-19 Bursary Fund

### **Hiring of Premises**

There are two main types of hiring of school premises:

### **Commercial Hiring**

This is where the school facilities are let out with the intention of making a profit. The charges made will be at a commercial level which is set to encourage as many potential customers as possible, e.g. hiring of the all-weather pitch or sports hall by various sports clubs. Any profit made will contribute to the upkeep of the facilities.

- Bookings are only accepted upon the completion of the following documentation:
- Booking application form,
- Conditions of hire form,
- Third party hirer protection of children and vulnerable adults,
- Disqualification declaration.

### **Break Even Hiring**

In certain cases the school may provide a facility for a local group in order to foster and develop community links. A charge will be levied that ensures the net economic result is a break-even position. Bookings are subject to the same conditions as above.