

BLESSED EDWARD OLDCORNE CATHOLIC COLLEGE

CHARGING AND REMISSIONS POLICY

Charging Policy

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We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449-462 of the Education Act 1996 no charges are made to any registered student for any books, materials, equipment or apparatus used during college hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential college trips and artefacts made in college and taken home.

Questions and queries about this policy or discussions regarding the application of the policy to an individual student can be addressed by contacting the main college office and enquiries will be dealt with in confidence by a senior member of staff.

Voluntary Contributions

‘Where the college cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the college, the college may request or invite parents to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to

whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.'

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Principal and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions. The college has a Pupil Premium fund which can be used to help students suffering financial hardship which is administered by the College Manager, following a recommendation for support by the Principal or Deputy Principal.

Faculties can seek support for students via their line manager for activities which would normally incur a charge according to the policy.

Specific examples of how this policy may be applied:

College Trips & Visits

Day trips: No charge will be levied in respect of day trips that take place during college hours or are part of the curriculum.

Residential Trips – Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.

Residential Trips – Non-essential: For residential trips which are not essential to be the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a) If the amount of college time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- b) If the amount of college time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Examination Entries

A charge will be levied in respect of examination entries for students where the college has not prepared the student for examination.

A charge will be levied in respect of examination entries for students, where the college has prepared the student for the examination and it, considers that for educational reasons the student should not be entered and student's parent/carer wishes the student to be entered (or the student him/herself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the college may refund the cost.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the college paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

Material & Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, however if the student forgets, the college provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The college levies charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. The cost of peripatetic instrumental instruction is subsidised by the college and charges are explained and agreed via the Area Leader for Music. A further discount is available to students whose families are entitled to free school meals.

Out of College Activities

No charge will be made for activities outside college hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a student is prepared, outside college hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside college hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of college property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Principal. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the college. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Principal.

Lettings

The college will make its facilities available to outside uses at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the College Manager and Principal. For users connected to the college e.g. CSPA, the charge will be based on the site staff overtime costs.

Other charges

The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report.

Remissions Policy

The Principal, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

- a) The education provided on that trip cannot be changed for; and
- b) The student's parents/carers are in receipt of Income Support, Child Tax Credit
(provided that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed the rate determined by HMRC), the guaranteed element of State Pension Credit and Income Related Employment & Support Allowance (introduced from 27 October 2008) or Income Based Jobseeker's Allowance.