

Charging and Remissions policy

Blessed Edward Oldcorne Catholic College



Approved by:
Full Governing Body

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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 Headteacher 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 Headteacher or Deputy Headteacher.

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.

Materials & 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 Headteacher. 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 Headteacher.

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 Headteacher. For users connected to the college e.g. CSPA, the charge will be based on the site staff overtime costs.

Optional Extras

The college is able to charge for activities known as 'optional extras'. In these cases the college can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Other charges

The Headteacher, 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 Headteacher, 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 parents can prove they are in receipt of any of the following benefits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

In certain circumstances and at the headteacher's discretion the college may pay a proportion of a student's transport costs to and from college.