



Charging Policy

Date approved: November 2015
Signed by Chair of Governors: Mr Paul Rossi

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Date approved: November 2015
Signed by Headteacher: Mr Sean Hayes

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Reviewed: January 2019
Next Review: January 2020



St John Fisher
Catholic High School

Policy and Procedures

Charging Policy

Activities During School Hours

1. No charges are to be made for education provided at the school during, or mainly during, school hours, except for:
 - Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them;
 - Music and Vocal tuition;
 - Board and lodging on residential trips;
 - Community Facilities.
2. Voluntary contributions may be requested for activities offered during school hours. All activities offered during school hours will be made available to all students, regardless of the ability or willingness of their parents or carers to make contributions. However, where voluntary contributions are requested, an activity may not take place if insufficient contributions are received.

Music and Vocal Tuition

3. Charges may be made for vocal or instrumental tuition, either individually or in groups of any size, but not if the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Charges for vocal or instrumental tuition will not exceed the cost to the School. No charge may be made in respect of a pupil who is looked after by a Local Authority.

Activities Outside School Hours

4. The school may charge for activities which take place outside, or mainly outside, school hours, except activities which:
 - Are a necessary part of the National Curriculum;
 - Form part of the School's basic curriculum for religious education;
 - Are an essential part of the syllabus for a public examination for which the School is preparing the student.
5. Charges for such activities will not exceed the actual cost incurred by the School in connection with the activity, including the costs incurred in engaging teachers to supervise the activity (or provide cover for teaching staff to be available to supervise the activity), divided by the number of students taking part.

Residential Activities

6. For residential activities taking place out of school, the School may charge the cost of board and lodging for students, except for students whose parents are receiving ;
 - Universal Credit in prescribed circumstances;
 - Income Support;

- Income Based Job Seekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, providing that Working Tax Credit is not also received;
- The guarantee element of the State Pension Credit;
- Income related employment and support allowance introduced on 27 October 2008.

Transport

7. Charges will be made for travel costs in connection with residential activities away from school, except those activities:
 - taking place mainly during school hours;
 - which are a necessary part of the National Curriculum of the School's basic curriculum for religious education;
 - that are an essential part of the syllabus for a public examination for which the School is preparing the Student.
8. Where charges are not made for residential activities, voluntary contributions may be requested.

Examination Charges

9. No charges will generally be made for entering students for public examinations for which the student has been prepared at the School, but the Headteacher shall have the discretion to make a charge for examination entry where ;
 - the student was not prepared for the examination at the School;
 - the School has, for educational reasons, determined that the student should not be entered for the examination, but the student's parents or carer has requested such entry, notwithstanding notification of such reasons;
10. The Headteacher also has the discretion to request reimbursement of examination entry fees from a student's parents or carers, where the student fails without good reason to complete the prescribed course for any examination, or to attend or sit the examination.
11. A charge may be levied for students re-sitting an examination.

Damage/Loss to Property

12. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
13. 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 school. The charge will be the cost of replacement or repair, or such lower costs as the Headteacher may decide.

Textbooks

14. Textbooks are provided on loan free of charge, but in some subjects, additional revision guides are available, for which a charge is made. Textbooks and other publications which are on loan to the student including items borrowed from the Learning Resource Centre must be returned at the end of the agreed loan period. A charge may be levied in respect to books which are lost, damaged or defaced. The charge will not exceed the replacement value.

Student Printing and Photocopying

15. Students are allocated an allowance for the printing and photocopying of curriculum related documents. The allowance will be set and reviewed periodically. The school reserves the right to charge students for print credits should they exceed their allocated allowance. The cost of the print credits will not exceed the cost of providing printed or photocopied documents.

Lettings

16. The School will make its facilities available to external users at a charge of, at least, the cost of providing the facilities. The scale of charges will be determined annually by Finance and Premises Committee. The charges for the sports facilities will be reviewed in conjunction with the Community Use Agreement in force with Peterborough City Council.

Voluntary Contributions

17. The School may request voluntary contributions from parents or carers for any activity. Any such request should make it clear that the contributions are voluntary, but may state that, if the contributions received are insufficient, the activity may be cancelled.
18. Voluntary contributions may be requested to cover costs;
- directly incurred by the School in connection with the activity;
 - incurred by the School in administering arrangements for the activity, and in facilitating the activity taking place;
 - incurred in connection with the activity by teachers or other responsible adults who supervise the activity;
 - of consumable items used in connection with any activity where the finished product is available for students to consume or take home.

Remission of Charges

19. The Headteacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated in confidence.
20. The Headteacher, Finance and Premises Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it is reasonable in the circumstances.

Statutory Provisions

21. This policy shall be interpreted consistently with all statutory provisions and statutory guidance from time to time in force relating to charging for school activities. This policy will be reviewed annually or in the event of any change in relevant statutory provisions or guidance, by the Finance and Premises Committee on behalf of the Governing Body.

Approved by the Governors Finance and Premises Committee: November 2015

Review Date: December 2019

Staff Member Responsible: Business Manager