



Saint Edmund Arrowsmith  
CATHOLIC HIGH SCHOOL



# Charging and Remissions Policy

**Approved by:** Governing Body

**Date:** November 2016

**Next review due by:** September 2018



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Saint Edmund Arrowsmith Catholic High School exists to provide for its students a high quality educational experience which draws its distinctive character from the life and teaching of Jesus, the principles of the Gospel and the Catholic Tradition, and also from a commitment to the faith development of our students.

Our intention is to create a supportive and challenging environment within which we shall provide for our students' intellectual, spiritual, moral, personal, social and cultural development. We attach particular importance to the quality of relationships within the school community, to equality of opportunity, to the development of an effective working partnership with parents, the local parishes and schools, the business community, the Local education Authority and the Archdiocesan Trustees.

1. Within the constraints of the Education Reform Act, the Governors of Saint Edmund Arrowsmith Catholic High School may make a full economic charge to parents/carers whose children take part in optional activities outside school hours; however, most of our activities are based on a voluntary contribution.
2. Governors will charge for, or expect parents/carers to provide, the ingredients for products in Food Technology lessons and Design Technology in circumstances where parents/carers of the students keep the finished product. Exceptions to this charge will be made in line with those in Section 7.
3. Governors may charge for individual instrumental music tuition where such tuition does not form part of the syllabus for a prescribed public examination (GCSE) and where it is not required for the National Curriculum. Where the LA's Music Service increases its charges, the change will be reflected in the following term's charge to parents/carers. GCSE students will have a remission of fees. The level of remission will be reviewed on an annual basis, at the same time as the review of the policy in its entirety. If charges are made, and parents/carers who do not fit the criteria in Section 7 find themselves in financial hardship then the governors may consider a remission of fees.
4. Governors will charge parents/carers for public examination entry fees in certain situations:
  - where the student enters an examination against the advice of the school;
  - where the student enters an examination for which he/she has not been prepared by the school;
  - where a student fails to attend or complete the examination requirements without good reason.



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5. Governors will pass on to parents/carers any charges made by an examining body in relation to the re-scrutiny of results where these are requested by parents/carers.

6. Governors will charge parents/carers the cost of damage and loss as a result of a student's misbehaviour. So, lost, damaged and defaced books will be charged for at their replacement value; the replacement of broken windows and the repair of the fabric of the school or loose equipment will be charged for at the cost of repair/replacement. Restorative compensation will be expected for defacement caused by graffiti and other wilful or careless behaviour.

7. The Governors may ask parents/carers for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment.

The contribution must be genuinely voluntary and the students of parents or carers who are unable or unwilling 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 may be cancelled.

For families in which parents/carers receive state benefits the following remission of voluntary contributions will apply, funded by the school's Pupil Premium allocation:

- students on free school meals - full remission of charges;
- students from families on other benefits - half remission of charges.

For such activities as visits to museums and theatres, the governors will seek contributions from parents/carers to enable these activities to take place. The following examples of usual practice may be helpful:

- Visits to the theatre. Parents/carers will be invited to contribute the full economic cost of entry, travel and supervision.
  - Holiday visits abroad and in this country - For all such activities parents/carers will be invited to contribute the full economic cost of board and lodgings, excursions, hire of equipment, entry fees, travel and supervision.
  - Sports activities outside school hours - e.g. inter-school matches, participation in clubs. Parents/carers may be invited to contribute any necessary cost of travel.
- Educational visits during the school day - e.g. visits to museums, theatres, galleries, where these are helpful but not essential. Parents/carers will be invited to contribute the cost of entry, travel and supervision to enable the activity to take place.
  - Educational visits during the school day where such a visit is an integral and necessary part of the course. (The decision as to whether an activity is a necessary and integral part of a course will rest with the school.) No charge will be levied or contribution invited in respect of any student following the course.
  - Retreat days and days of reflection. Parents/carers will be invited to contribute the cost of travel and accommodation, in order to enable the activity to take place.



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- Residential visits abroad primarily in school time in cases where they are helpful but not essential. Contributions will be invited from parents/carers to meet the full cost. In the event of sufficient contributions not being made, the journey would not take place. The school will not enter into binding financial arrangements until all contributions are received.

### **Education Criteria**

- This policy will function effectively with the school policies relating to school visits.
- The policy will ensure that charges by the school are levied in a fair, legal and transparent way.

