



St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

Policy Document
Status: Approved
Confidentiality level: Public

Charging and Remissions Policy

Policy Ref No. PCR 02

'I have come that they may have life and have it to the full'

John 10:10

The Ethos of St Peter and St Paul

"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.

Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.

We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

The education of all

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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Scope

1.1 This policy applies to all staff and students of St Peter and St Paul Catholic Voluntary Academy.

Context

2.1 The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential visits and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

2.2 No charges can be made unless the Governing Body of the Academy has drawn up a policy giving details of the activities that they intend to charge for, and a remissions policy. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made. If a charge is to be made for a particular type of activity a parent may ask the Academy how the charge has been worked out and who might qualify for help with the cost (or even get it free).

2.3 The remissions policy must set out any circumstances in which the Academy proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

Aims

3.1 The aims of this policy are:

- To ensure that all staff and parents are aware of the charging policy
- To make the programme of activities and trips accessible to as many students as possible

3.2 The Academy must ensure that it informs parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of Academy visits.

Statutory position

4.1 The legislation governing the charging for Academy activities is set out in the Education Act 1996: Sections 449–462. It covers what governing bodies may and may not charge for when activities take place, either during or outside of Academy hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

This policy complies with the St Gilbert of Sempringham Funding Agreement and Supplemental Funding Agreement for St Peter and St Paul Catholic Voluntary Academy.

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What the Academy may charge for

5.1 The Board of Governors reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- a) Academy and residential trips in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses; the charge must not exceed the actual cost
- b) Activities outside Academy hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras
- c) Materials: the cost of materials, books, instruments, equipment or for specified projects, if parents have indicated in advance that they wish to own the final product
- d) Acts of vandalism and negligence: the Board of Directors reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student
- e) Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination
- f) Charges may be made for either an individual pupil or group to play a musical instrument or to sing if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s)
- g) If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Board of Directors may seek to recover the fee from parent
- h) There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy

5.2 Optional Extras

The Academy may charge for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

1. Education provided outside of Academy time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
 - c) part of religious education.
2. Examination entry fee(s) if the student has not been prepared for the examination(s) at the Academy

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3. Transport that is not required to take the student to Academy or to other premises where the local authority/Headteacher has arranged for the student to be provided with education
4. Board and lodging for a student on a residential visit
5. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.
6. Recovery of costs of repair or replacement of Academy equipment or property through damage or defacement where this is a result of a pupil's behaviour.

5.3 Voluntary Contributions

The Academy may ask for voluntary contributions for the benefit of the Academy or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

What the Academy cannot charge for

6.1 The Academy cannot charge for:

- a) An admission application to any maintained Academy
- b) Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment)
- c) Education provided outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education
- d) Tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education
- e) Entry for a prescribed public examination, if the student has been prepared for it at the Academy
- f) Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy
- g) Education provided on any visit that takes place during Academy hours
- h) Education provided on any visit that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education
- i) Supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit

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- j) Transporting students to or from the Academy premises, where the local education authority has a statutory obligation to provide transport
- k) Transporting students to other premises where the governing body or local education authority has arranged for pupils to be educated
- l) Transport that enables a student to meet an examination requirement when he has been prepared for that examination at the Academy
- m) Transport provided in connection with an educational visit

Remissions

7.1 Where the parent of a student is in receipt of qualifying state benefit(s), the Academy will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

7.2 The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Board of Directors.

Insurance

8.1 Any insurance costs will be included in charges made for trips or activities.

Roles and Responsibilities

9.1 The Board of Governors are responsible for ensuring that the Academy complies with legislation, and that this policy and any related procedures and action plans are implemented.

9.2 The Head Teacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action. Day to day responsibility for co-ordinating and implementing this policy is with the Business Manager.

9.3 All staff/others are expected to complete a Risk Assessment/Visits form.

Monitoring and Review

10.1 This policy will be reviewed every 2 years.

10.2 Its outcomes will be assessed by monitoring the Annual Development Plan (ADP)

10.3 Its impact and effectiveness will be judged in terms of the positive benefits and any negative consequences arising from its implementation.

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Dissemination

11.1 All policies that need to be conveyed to students, staff and families will be available on the Academy's website.

11.2 Staff will be informed about policies during induction and through on-going in-service training.

11.3 Those policies that are important for students to be aware of will be promoted through the Student Council and other routes such as Citizenship classes. Key messages from policies will be prominent in Academy e.g. using displays