

# Our Lady and St Chad Catholic Sports College



## Charging and Remissions Policy

---

September 2014  
Review September 2015

# **Charging and Remissions Policy**

## **Our Lady and St Chad Catholic Sports College**

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

### **School Visits**

- Day Visits. No charge will be levied in respect of day visits that take place during school hours or are part of the curriculum.

### **Residential visits**

- 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.
- Non-essential. For residential visits which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the visit including contingency and school administrative costs.
- School visits are funded through parents paying online via Parent Pay system. If a pupil's parent do not use the Parent Pay system then it is possible to send a cheque into the Finance Office.

### **Examination Entries**

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where:

the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

- In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- A charge may be levied for pupils re-sitting an examination.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other pupils.

- The charge levied in above will be the cost of the examination entry, plus any applicable centre.
- School reserves the right to withhold exam certification until payments are made.

### **Materials & Textbooks**

- Where a pupil 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, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a minimum charge is made.

### **Music Tuition**

- The school 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 pupil. A discount is available to pupils whose families are entitled to free school meals.

### **Activities Outside School Hours**

- No charge will be made for activities outside school 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 pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- For all other activities outside school 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 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.

- 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 to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Voluntary Contributions**

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the visit which may include specific costs in relation to pupils with special needs. Pupils 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 may be cancelled.

### **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 remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 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.

## **Catering**

The school has a catering contract. The school administers two systems, one through [ParentPay](#) the other through cash loading.

- ParentPay is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ParentPay. The payments are received into the school bank account and recorded against the pupil account. Meals are then purchased through a biometric finger print system and the meal cost deducted from the pupils account.
- Cash loading enables pupils who do not enrol for the ParentPay online service the ability to top up their account via the various machines located through the school. Also there is the facility to pay cheques into pupil accounts to the finance office. The money is collected and banked with Mellors and arrangement is made to cover costs as well as administration charges.
- The pupils pay for meals via a biometric finger print system irrespective of account top up facility used.
- Pupils who receive free school meals have their accounts topped up by the cash loader system by the Finance Office.

## **School Uniform**

- School uniforms are purchased from the school shop and no commission is charged for sales.