

CHARGING AND REMISSION POLICY



Bishop Challoner Catholic Secondary School

Introduction

To fulfil their statutory responsibility under the Education Reform Act 1988, and in accordance with DES Circular 2/89, the Governors of Bishop Challoner Catholic Secondary School in the Catholic Diocese of Portsmouth set out below their policy relating to charges and remissions for school activities.

This policy will be reviewed every three years or sooner at the discretion of the Governing Body, in light of subsequent legislation, advice on good practice or a revision of the Governors' views on charging and remissions.

Aim

This policy sets out to clarify the position for staff, students and parents on charging and receiving monies.

The charges involved include funds necessary for the enhancement of the school curriculum, (trips, additional classes etc.), remuneration for materials used in the curriculum and financial liability for damage which occurs to school premises and property.

The school seeks to ensure that no students are disadvantaged as regards their opportunities to participate in and benefit from school activities.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfE and the County Council regulations currently in use.

Off-Site Activities

The Governors will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. If additional funds are required to cover the cost, parents will be invited to make a specific minimum voluntary contribution. If sufficient funds are not forthcoming, the activity will be cancelled.

In the case of an off-site activity connected with an examination course, voluntary contributions will also be requested to meet the cost.

The Governors require the Headteacher to make clear to students and parents when contributions in money or in kind are obligatory or voluntary and when remissions apply.

In respect of residential visits, families in receipt of certain benefits may be exempt from paying the board and lodging cost. An up to date list of the eligible benefits is available in the finance office.

Trips made in school holidays or out of hours

In circumstances where an approved tour company is used, the agreement and charges will be between parents and the tour company. To establish whether an activity is within or outside school hours as defined in Charging for school activities guidance issued by the DfE the school daily sessions are as follows: Monday - Friday 8:45am - 3:45pm

Charges

Charges levied will not exceed the costs for the activities and associated travel, insurance, board and lodging and other appropriate costs where applicable. All payments must be made before an activity takes place. For substantial activities such as residential visits, a payment plan will be issued by the Finance Office.

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Music Tuition

Music tuition is charged termly in advance. There is an option to pay monthly by standing order. Students receiving free school meals will pay half the tuition amount.

Charging in Kind

The school may charge for, or require the supply of ingredients and materials if parents have indicated in advance a wish to own the finished product.

Charges for books and equipment

The school may charge for materials, books, instruments, or equipment, where the student's parents wish them to own them. A small charge may be made for lost or damaged exercise books.

Uniform Support

Some funding is available through the school's non-public funds for replacing items of uniform, including shoes and coats. Payments will be discretionary based on individual circumstances and authorised only by Pastoral staff or the Headteacher.

Examination Entries

There will be no charge for prescribed public examination entries except where a pupil without good reason, fails to complete the course requirements and/or to take the examination.

Damages or Breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc. will render the parent liable for the cost of repair or replacement or a contribution towards this.

Canteen/School meal provision

The school operates a cashless catering system. Authorisation is obtained at admission for the child's biometric information to be held for this sole purpose.

All food purchased at school must be done so via this system. Parents are required to ensure that their child's online Canteen account is maintained with a positive balance at all times. Should a child's account go into deficit, the parent will be notified and the balance should be settled with 24 hours of notification via the online payment system.

Free School Meal (FSM) allowance is currently set at £2.10 per child per day, should a child exceed this daily allowance the parent is liable for settling the balance within 24 hours of notification via the online payment system.

Ad-Hoc Charges

The Headteacher may decide to make a small charge (up to the cost of providing the service) for miscellaneous items e.g. photocopying.

This policy should be read in conjunction with the Debt Recovery Policy.