



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

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Charging and Remissions Policy

Mission Statement

Our Mission

This school exists to serve the Catholic community in providing education of our young within a faith environment, grounded in the vision of Jesus Christ. Our school aims to ensure that all are able to realise their potential, take their responsibilities seriously, respect themselves and others, and grow in the love of God. We aim to serve each other, the Church, parents and the wider community.

We recognise that every person is created in God's image and we value every individual as an equal and with unconditional acceptance. We strive to create an atmosphere where each person is inspired, encouraged and supported to the highest levels of educational achievement.

Our Goals

Worship

To celebrate our faith by creating structures and encouraging attitudes that will make prayer and liturgy highly valued, with all members of our community becoming involved.

Attitudes and Values

To create within the school a caring community that respects the dignity, integrity and individual needs of all and to develop an understanding and pride in the diversity that is our school's and this country's heritage. In so doing, to ensure that this is a place of truth, honour and kindness where the values of the gospel are seen in all that is attempted and achieved, and where the love of God touches all who come into contact with the school.

Achievement

To provide all pupils with the means and opportunity to identify and develop their potential intellectually, physically, spiritually and socially, through a balance of self discovery and excellent teaching.

Community

To value the diversity of people's backgrounds and faiths in our global community and to promote equality of opportunity for all. In so doing, to work with partners, other schools and local businesses to develop life-long learning opportunities and to establish the school in the wider community.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for ...

The Governing Body of the School recognise that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school 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 school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school 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 school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Supply teachers engaged purely for optional extras
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings.
- Lost text books and library books.

Voluntary Contributions

Although the school cannot charge for school time activities, parents are invited to make a voluntary contribution to make school funds go further. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost.

All contributions are voluntary. If the school does not receive sufficient voluntary contributions, it is likely that the trip/visit/activity may be cancelled.

It is the school's policy not to treat any one pupil differently from another on the grounds of ability to pay.

Parents will be invited to make a voluntary contribution for visits that are not part of the school's formal educational provision but which enhance the experience of pupils. The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions may be used to;

- pay for, or subsidise, the costs of visit (including travel, transport fees etc.)
- pay governors 10% contribution to devolved capital spending

- specified school events or developments

Refunds

Surplus monies at the end of a visit will be refunded to staff or pupils if the surplus is £5.00 or more per person. Staff or pupils who have made a contribution to the cost of the trip/activity or visit and have not paid the full amount will receive a refund that is proportionate to their original payment. Surplus monies of less than £5 per person will be paid into the Governor's Fund.