



ST EDMUND'S CATHOLIC SCHOOL

GOVERNORS' POLICY ON CHARGING AND REMISSION



THE SCHOOL MISSION STATEMENT

*I can do all things with the help of God who strengthens me.
Philippians (4:13)*

INTRODUCTION:

Education provided at St Edmund's during school hours is free of charge. However, the Governors firmly believe that pupils will benefit from a wide range of extra curricular activities and wish to promote such activities as part of a broad, balanced and stimulating curriculum. The Governors are permitted to charge for such activities, and in certain other circumstances, as detailed in this document.

CHARGING:

- (a) Activities wholly or mainly (more than 50%) outside school hours.

Where an activity is not required in order to meet the school's statutory curriculum obligations, including religious education, nor to complete the syllabus of a prescribed examination it is deemed to be an "optional extra".

Charges amounting to the actual cost per pupil will be made for all "optional extra" activities. However, the agreement of parents will be sought for their child to participate in such activities and for payment of the charges to be made.

- (b) Education during school hours.

Whilst such education is free of charge parents or pupils will be asked to meet the cost of:

- ingredients, materials, equipment, etc (alternatively, the supply of them in kind) needed for practical subjects, such as Food Technology, Electronics, Photography Packs, Graphics and Technology, where parents have indicated in advance a wish to own the finished product;
- equipment specific to support learning within a subject.
- travel direct from home to a work placement and vice versa;
- the entry fee for a public examination other than one on the prescribed list as published in the Prospectus
- the fee for a prescribed public examination, which has already been paid by the Governing Body, where a pupil fails without good reason to complete the examination requirements;

- adult or other non-school education provided on behalf of the Hampshire Education Authority or Portsmouth Education Authority.

- cost of individual exam invigilation (in specific circumstances).

(c) Board and Lodging:

A charge will be made for residential activities equivalent to the actual cost of providing the board and lodging for a pupil.

(d) Breakages and Fines:

Parents will be asked to pay for the cost of replacing or repairing damage to the building (eg. a broken window) or to books and equipment (eg. defaced or lost text books) where this is the result of their child's behaviour.

REMISSION OF CHARGES:

The Governing Body will waive the charges for board and lodging for pupils whose parents are in receipt of Income Support, Job Seekers Allowance **or PPI** except where the activity is an "optional extra".

The Governing Body will be prepared to consider remitting charges in other circumstances and no pupil will be denied access to an activity (except "optional extras") as a result of parental inability to contribute.

Applications for remission of charges should be made to the Headteacher who will deal with the matter in the strictest confidence.

VOLUNTARY CONTRIBUTIONS:

Although the circumstances set out in this policy are the only ones where the Governors are able to charge for activities, they might sometimes invite parents to make voluntary contributions towards school funds or in support of a specific project. However, there is no obligation to contribute and pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Where an activity cannot be funded without voluntary contributions this will be made clear to parents at the outset. Nevertheless, where such an activity does go ahead no pupil will be left out because his or her parents have not contributed towards the cost.

Governors invite parents to make an annual voluntary contribution towards the school's building fund.

Foreign Pupils on Linguistic Visits

Foreign pupils on linguistic visits to the School will be required to give a contribution to the School. This is set at £12 per day. The school can only accommodate visits where students attend lessons who are under 16 years of age.

REVIEW: This policy will be kept under review by the Governing Body. The last review was in **February 2019**.