



Loreto High School Chorlton

Charging & Remissions Policy

Approved: 24th April 2017

To be reviewed April 2019

School Charging & Remissions Policy

Introduction

1. The Governing Body recognises that every student should receive free school education and understands that activities offered to all students during normal school hours must be made available to all students regardless of their parent's ability or willingness to meet the cost.
2. The Governors also recognise the valuable contribution that a wide range of additional activities and trips can make towards a student's education and overall personal development. The school aims, within financial budget constraints, to offer such activities and trips both as part of a broad and balanced curriculum and as additional optional activities.
3. This Charging Policy is a legal requirement of the Education Act, 1996, and sets out the circumstances when the school will charge or ask for voluntary contributions from parents/carers.

School Trips

4. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum, though the school may ask for a voluntary contribution to cover expenses.
5. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge may be levied for board and lodging, or a voluntary contribution may be requested.
6. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - a) If the amount of school time on the trip is less than half of the total time of the trip, a charge may be levied up to the full cost of the trip.
 - b) If the amount of school time on the trip is half or more of the total time of the trip, a charge may be levied for board and lodging and a voluntary contribution to cover the other expenses of the trip may be requested.

Examination Entries

7. A charge may be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination. The school may also charge for the services of an invigilator if one is required.
8. A charge may 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).
9. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
10. A charge may be levied for pupils re-sitting an examination.
11. A charge may 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.
12. The charge levied in 8 - 11 above will be the cost of the examination entry, plus any applicable centre fee.

Materials & Textbooks

13. 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.

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be made or a voluntary contribution requested.

A small charge may be made for the provision of a locker.

Music Tuition

14. The school may levy charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil or a voluntary contribution may be requested.

The charge may include the cost of teaching and, if relevant, the hire cost of the instrument.

Cost of optional exams, such as ABRSM and Rock School, including the cost of any accompanist, and sheet music will be charged.

Cashless Catering

15. Students are required to use the cashless catering system to purchase school meals. The system is biometric, but if a parent/carer does not consent to their child using their finger image for this, a swipe card will be issued. The first card will be provided free of charge but replacement cards will incur a £5 charge.

Activities Outside School Hours

16. No charge will be made for activities outside school hours that are an essential part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination, although a voluntary contribution may be requested.
17. For all other activities outside school hours, a charge up to the cost of the activity may be levied, or a voluntary contribution may be requested.

Damage/Loss to Property

18. A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials); the charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
19. A charge may 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 will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

20. 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 trip. The voluntary contribution requested will not exceed the cost to the school of providing the activity or trip. 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.

Lettings

21. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. See separate Lettings Policy.

Other charges

22. 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

23. If the parent/guardian of a pupil is eligible for Free School Meals, charges may be reduced or remitted in full.
24. 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.
25. 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.
26. Parents/Carers wanting to claim remission from charges should contact the Finance Office in the first instance, who will confirm eligibility.

Approved by the Finance Committee

Dated: 24/04/2017

Due for review: April 2019