

THE NEWMAN CATHOLIC COLLEGIATE



CHARGING AND REMISSIONS POLICY

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Charging and Remissions Policy

Aim

This charging policy has been compiled in line with DfE requirements and in accordance with the Education Act, 1996 and applies to all academies within the Newman Catholic Collegiate.

The aim of this policy is to set out what charges will be levied for academy activities, external lettings and extended provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Any exceptions for the individual academies are listed in separate appendices at the back of this policy.

The Board of Directors recognise the valuable contribution that a wide range of activities, including academy visits, clubs and residential experiences, can make towards all aspects of pupils' education.

Responsibilities

The Board of Directors are responsible for determining the content of the policy and the principal for implementation. Any determinations with respect to individual parents will be considered by the principal who will inform the chair of the Academy Committee. The Board of Directors are required by law to draw up a charges and remission policy and this should be made available to parents/guardians.

Charging

- Charging is permitted for education provided out of academy hours, unless it is within the requirements of the National Curriculum or to fulfil statutory duties relating to religious education when only charges for lodging, board or residential trips can be made.
- Charges must be remitted for board and lodgings to students whose parents receive family credit or income support, if the activity takes place during academy hours or is covered by the criteria relating to national curriculum or religious provision.
- The Board can choose to remit charges in whole or part.
- Voluntary contributions may be requested for any activity provided it is clear that there is no obligation to contribute and that there will be no differentiations between those pupils who contribute and those you do not.
- Under certain circumstances a third party may charge parents direct for activities organised in academy hours.

Residential trips

Parents will be notified in advance of any such activities which the academy proposes to organise and the estimated cost. Parental consent must be obtained for these activities.

- 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 trips 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 trip including contingency and academy administrative costs.
- Academy trips are funded through parents paying online or via cheque or cash to the finance office or reception.

The Board of Directors can remit any charges for board and lodging for pupils whose parents are in receipt of family credit or income support where the activity takes place in academy hours, or if it is out of hours relating to the National Curriculum or religious education.

Any other remission arrangements for particular activities or pupils will be at the discretion of the academy committee and principal.

Materials, Ingredients & 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 academy 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 charge is made.
- If a pupil loses or defaces their textbook a charge may be levied to cover the cost of replacement.

Music Tuition

- Parental agreement must be obtained before students are given tuition outside the curriculum.
- Tuition may not be charged for whether or not the tuition takes place within academy time if the activity is provided to fulfil the requirements of:
 1. The National Curriculum
 2. Statutory duties relating to religious education

Swimming

The Primary Academies within the collegiate organise swimming lessons for pupils. The lessons take place in school time and are part of the National Curriculum. The collegiate make no charge for this activity and parents are informed when these take place.

Uniform

Uniform is sold at the academy or from the School Uniform shop. All uniform sold at the academy is sold at cost to parents.

Exams

A charge will be incurred for a re-sit of an AS level or A level exam. This charge will be at cost and in line with the examination board charges.

Nursery Charges

Each primary academy within the collegiate has a nursery and charges on an individual basis. Please refer to each academies website for information on nursery charges.

Charging for Optional Activities

Activities held outside academy hours – these will sometimes include day and residential experiences. Charges may be made for these activities except where they are provided to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras. (Board and Lodging charges will be applied in accordance with any remission arrangements).

Parents will be notified in advance of any 'optional extras' which the academy proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

The activity charges will depend on the type of activity and its cost. The charge will not exceed the actual cost of providing the activity and will be divided equally between the numbers of pupils participating. It can include a subsidy for those parents who cannot pay the charge. The charge may include the following elements;

- Travel costs
- Board and lodging costs
- Materials/equipment
- Entrance fees e.g. theatres
- Breakfast/Nursery club
- Snacks at break-time
- After school club
- Minibus Hire
- Taxi Hire
- Visitors delivering workshops to the pupils

Costs of staff can only be included if they are employed by the Board of Directors specifically for this activity or they are staff already employed by the Board of Directors and have been given a separate contract for this activity.

Any remission arrangements will be at the discretion of the Academy Committee.

Activities Arranged by Third Parties

Any activities arranged by a third party can be charged for e.g. sports club. Where visits fall into this category, a charge will be applied. It is the collegiate policy that no child be excluded on financial grounds and this will continue with remission arrangements.

Charging for Transport during Academy Hours

Transport provided for students during academy hours for an activity provided by the academy or for transporting students between split sites cannot be charged to the parents.

Parents may be required to cover the cost of transport where their child is traveling from home to an activity sanctioned by the Academy but not provided by them.

Charging for Damaged or Lost Items

The academy may charge parents for the cost to replace items broken, damaged or lost if it is due to student behaviour. Approval from the Academy Committee must be sought.

In the event of persistent bad student behaviour resulting in further damage to academy property and significant cost this must be referred to the Board of Directors.

Voluntary Contributions

Parents can make voluntary contributions for the benefit of the academy or in support of any academy activity, whether during or outside academy hours. Any contributions sought will be entirely voluntary and pupils will be treated equally regardless of whether their parents make a contribution.

Lettings

Prices for charging will be reviewed annually by the Executive Bursar/Bursar and approved by the Academy Committee. The Resources and Services subcommittee will review these charges every year in line with any benchmarking activity. Charges should take account of a caretaker fee and a proportion of energy costs and water where shower facilities are provided. Not all academies within the Newman Catholic Collegiate let out their premises, for individual charges please refer to the academies website or contact the academy directly.

Remissions

The Principal and Academy Committee may remit in full or part charges in respect of a pupil, if they feel it is reasonable to do so.

The Principal and Academy Committee may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Evidence must be available to the Board of Directors on request to show clear reasons and discussions around these decisions.

This policy will be reviewed by the Directors on December 2018