

SAINT BEDE'S CATHOLIC HIGH SCHOOL  
LYTHAM



# Charging and Remissions Policy

## **School Mission Statement**

“We aim to reflect the true Christian Values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world”.

## **Introduction**

The Governing Body is required to draw up a statement of general policy on the circumstances under which charges are made to parents. This policy will be reviewed annually in the Spring Term.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards pupils’ all-round educational experience and their personal and social development. (Throughout this policy, the term “parents” means all those having parental responsibility for a child).

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

## **Contents**

1. Admission to the School
2. Education in School Hours
3. Transport
4. Residential Activities
5. Voluntary Contributions
6. Ingredients or Materials
7. Uniforms
8. Public Examinations
9. Musical Instruments
10. PE Options
11. Loss of, or damage to, school property
12. Books or equipment which are desirable, but not essential
13. Private Tuition or Activities Outside of School Hours
14. After Hours School Tuition
15. Parental Requests to Education Records
16. Discretion

### **1. Admission to the School**

No charge is made for a child's admission to the school.

### **2. Education in School Hours**

No charge is made for education provided during school hours. "school hours" are those when the school is actually in session and do not include the lunchtime break. If most of the time spent on a non-residential out of school activity is in school hours, no charge is made for the activity.

### **3. Transport**

The school cannot charge for:

- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school.

### **4. Residential Activities**

If the School organises a residential visit and the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions.

A 'half day' means any period of 12 hours ending with noon or midnight on any day.

The school cannot charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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 student is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from the school accompanying students on a residential visit.

- The school can charge for:
- board and lodging but the charge will not exceed the actual cost.

Where appropriate the Governing Body may approve the use of the school's delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted, if parents who can prove they are in receipt of benefits make a written application to the Headteacher for financial support.

## **5. Voluntary Contributions**

The school does not make a charge for school time activities falling within the National Curriculum. For activities falling outside the National Curriculum, the Headteacher, or an authorised member of staff, may suggest voluntary contributions from parents to supplement the curriculum. Such requests will make it clear that contributions are voluntary and that children of parents who do not contribute will not be treated differently from other children, except that equipment cannot be removed from the school premises.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no other way to make up the shortfall, then it will be cancelled if alternative solutions cannot be reached.

## **6. Ingredients or Materials**

Ingredients or materials for items to be made in the school; the Headteacher or a member of staff acting on their behalf may invite parents to provide or pay for ingredients or materials for items to be made in school and subsequently taken home.

## **7. Uniforms**

Students are required to wear a school uniform, particulars of which are given in the school prospectus. The whole cost of uniform is to be met by parents.

## **8. Public Examinations**

No charge is made for entering students for their initial entries for public examinations that are set out in government regulations and for which students have been prepared in the school. Any fee for a remark or script request is recharged where the request is made by the student rather

than the school. In the case of resits, the entry fee is recharged. When fees are charged, no more than £5.00 per module will be added as a contribution towards the school's administrative costs.

If a student not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Governing Body may seek to recover the fee from the parents.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.

#### **9. Musical Instruments**

A charge is made for musical instrument tuition provided separately by a local music service, or for providing any instrumental tuition not part of normal school provision.

#### **10. PE Options**

Throughout the various key stages, the PE Department may run additional activities. Whilst the majority of activities are free, parents may wish to enrol their child on an activity that incurs a cost. From time to time the PE Department undertake fundraising events (often involving sponsorship) in order to raise funds to provide additional resources for the department.

#### **11. Loss of, or damage to, School property**

Acts of vandalism and negligence: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil;

#### **12. Books or Equipment which are desirable, but not essential**

The Headteacher or a member of staff acting on their behalf may, from time to time, recommend the purchase of books or equipment which may be helpful to students. Such purchases are voluntary and items will remain the property of parents.

### 13. **Private Tuition or Activities Outside School hours**

In accordance with school's Staff Code of Conduct, staff are not to offer any private tuition to pupils at this school, on or away from school premises. If a member of staff arranges private tuition to a pupil who is not a pupil at this school such an arrangement is regarded as being outside the school's responsibility and costs are a matter for agreement between the parties concerned.

### 14. **After Hours School Tuition**

A charge may be incurred for after-hours school tuition.

### 15. **Parental Requests to Education Records**

There is no charge to view the educational records of a child, if you view these on site and this demands very little administration. However, we may charge if there is an excessive administrative cost within a Subject Access Request (SAR), to cover the printing and the staffing costs to manually collate the information requested.

### 16. **Discretion**

The School may use its discretion to support students that access Free School Meals (FSM) with costs directly associated with their education.

#### **Document Control Table**

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#### **Note of revisions**

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