



St Peter's Catholic High School & Sixth Form Centre

Policy Document – Charging & Remission Policy

The school wishes to provide for all students the best possible education available within the funds allocated by the Department for Education. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the school fully endorses this principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for students. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible, that all students are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain students.

The Governors of St Peter's High School have decided that until further notice its policy will be as follows:

DAY CURRICULUM VISITS

For visits occurring during school time required for curriculum reasons including any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education (so called "Curriculum visits") the school may invite a voluntary contribution from parents/carers to meet costs.

DAY OPTIONAL VISITS

For visits which are not specifically required to meet curriculum reasons and visits which take place outside school time (so called "Optional visits") parents/carers will be charged for all allowable costs*. Charges may be waived or reduced for students whose parents/carers make application to the Principal.

*** Allowable costs include:**

- The student's travel and subsistence costs
- Materials, books, instruments and other equipment
- Teaching and support staff if employed to accompany the visit
- Entrance fees to museums, castles, theatres, etc

RESIDENTIAL CURRICULUM VISITS

For visits during school time, required for curriculum reasons including any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education (so called "Curriculum visits") the school may invite voluntary contributions from parents/carers to meet costs other than student's board and lodgings, but the visit may be cancelled if the funds are not sufficient.



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Parents/carers will normally be charged at the discretion of the Principal for the full cost of student's board and lodgings. Charges may be waived or reduced for students entitled to pupil premium.

RESIDENTIAL OPTIONAL VISITS OUTSIDE SCHOOL TIME

For optional visits, outside school time, parents/carers will normally be charged, at the discretion of the Principal, for the full cost of the visit, including all allowable costs* and accommodation. Charges may be waived or reduced for students entitled to pupil premium.

Additional considerations

The Governing Body recognises its responsibility to ensure the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will endeavour to adhere to the following guidelines:

- Where possible we shall publish a list of proposed visits at the beginning of the school year so that parents/carers can plan ahead
- We have an established system for parents/carers to pay in instalments
- We acknowledge that offering opportunities on a “first pay first served” basis discriminates against students from families on lower incomes and we will avoid this method of selection.

INSTRUMENTAL MUSIC ON AN INDIVIDUAL OR SMALL GROUP BASIS

Tuition provided as part of the curriculum during school hours is free of charge to parents/carers. Additional music tuition on an individual or small group basis is available through the school. The fees for this additional tuition are charged at a rate set by the peripatetic music teacher, and reviewed at least annually. Payment for lessons is on a ten-lesson basis, required in advance, with a minimum of five lessons notice of cancellation. Payment by monthly standing order is the preferred method.

CLASSROOM MATERIALS

Generally, no charge will be made for materials or equipment. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials. However, for certain practical activities (D&T, Food Technology, Art etc.), parents/carers may be invited to provide materials or ingredients on a voluntary basis but the lack of voluntary contributions may cause the activity to be varied.

EXAMINATION FEES

The school will pay the entry fee for all prescribed examinations except:

- Where the Governors consider that there are educational reasons why the pupil should not be entered or where the parents/carers have so requested in writing.
- Where the school has not prepared the student for the particular examination.
- For all re-sits.

If a student (with parental/carer agreement) is entered for a non-prescribed examination, then parents/carers may be charged for the entry fee together with any associated charges.



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The school reserves the right to recover from parents/carers the costs of examination entry fee(s) should the student fail to complete the required coursework or sit the final examination(s), or in the event of students being absent from examinations without just cause.

The school will consider waiving the requirement to pay any examination entry fees where there is clear evidence of severe family hardship.

PRESCRIBED EXAMINATIONS

These are the examinations recognised by the Secretary of State for Children, Schools and Families. At St Peter's High School the prescribed examinations are:

- General Certificate of Secondary Education (GCSE)
- General Certificate of Education Advanced Level (AS/A Levels)
- Vocational qualifications as identified in option choice information.

DAMAGE AND LOSS TO PROPERTY

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

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

Please refer to the school's child protection/safeguarding policies for guidance on any safeguarding/child protection issues that this policy may highlight. The school's child protection/safeguarding policies can be found on the school's website. The Gloucestershire Safeguarding Children's Partnership policy can be found at www.gloucestershire.gov.uk/gscp