



### Charging Policy

- 1 Within the constraints of the Education Reform Act the Governors will make a full economic charge to parents whose children take part in optional activities outside school hours; however most of our activities are based on a voluntary contribution.
- 2 Governors will charge for, or expect parents to provide, the ingredients for products in Food Technology lessons and Design Technology in circumstances where parents of the pupils keep the finished product. Exceptions to this charge will be made in line with those in Section 7.
- 3 Governors will charge for individual instrumental music tuition where such tuition does not form part of the syllabus for a prescribed public examination (GCSE or A-level) and where it is not required for the National Curriculum. Where the County Music Service increases its charges, the change will be reflected in the following term's charge to parents. GCSE and A level students will enjoy a 75% remission of fees. The level of remission will be reviewed on an annual basis, at the same time as the review of the policy in its entirety.
- 4 Governors will charge parents for public examination entry fees in certain situations:
  - where the pupil enters an examination against the advice of the school;
  - where the pupil enters an examination for which he/she has not been prepared by the school;
  - where a pupil fails to attend or complete the examination requirements without good reason;
  - re-sit examinations.
- 5 Governors will pass on to parents any charges made by an examining body in relation to the re-scrutiny of results where these are requested by parents.
- 6 Governors will charge parents the cost of damage and loss as a result of a pupil's misbehaviour. Thus, lost, damaged and defaced books will be charged for at their replacement value; the replacement of broken windows and the repair of the fabric of the school or loose equipment will be charged for at the cost of repair/replacement. Restorative compensation will be expected for defacement caused by graffiti and other wilful or careless behaviour.
- 7 The Governors may ask parents for voluntary contributions towards the cost of:
  - any activity which takes place during school hours, including non-curriculum activities
  - school equipment
  - school funds generally.

The contribution must be genuinely voluntary and the pupils of parents or guardians who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it may be cancelled.



ST MARY'S  
CATHOLIC SCHOOL

For families in which parents receive state benefits the following remission of voluntary contributions will apply, funded by the pupil premium if the pupil premium manager agrees it will be beneficial to the individual students learning plan:

- pupils on free school meals - full remission of charges;
- pupils from families on other benefits - half remission of charges.

For such activities as visits to museums and theatres, the governors will seek contributions from parents to enable these activities to take place. Governors will similarly seek contributions from parents in connection with foreign exchange visits and study periods abroad, to enable such activities to take place.

The following examples of usual practice may be helpful:

- **Evening visits to the theatre.** Parents will be invited to contribute the full economic cost of entry, travel and supervision.
- **Holiday visits abroad and in this country** - e.g. pony trekking holiday at Easter; skiing holiday in the February half-term; outward bound activities in holidays. For all such activities parents will be invited to contribute the full economic cost of board and lodgings, excursions, hire of equipment, entry fees, travel and supervision.
- **Sports activities outside school hours** - e.g. inter-school matches, participation in clubs. Parents will be invited to contribute any necessary cost of travel and a sum towards the purchase of sports kit and equipment and the laundering of kit.
- **Educational visits during the school day** - e.g. visits to museums, theatres, galleries, where these are helpful but not essential. Parents will be invited to contribute the cost of entry, travel and supervision to enable the activity to take place.
- **Educational visits during the school day where such a visit is an integral and necessary part of the course.** (The decision as to whether an activity is a necessary and integral part of a course will rest with the school.) No charge will be levied or contribution invited in respect of any pupil following the course.
- **Retreat days and days of reflection.** Parents will be invited to contribute the cost of travel and accommodation, in order to enable the activity to take place.
- **Residential visits abroad primarily in school time** in cases where they are helpful but not essential. Contributions will be invited from parents to meet the full cost. In the event of sufficient contributions not being made, the journey would not take place. The school will not enter into binding financial arrangements until all contributions are received.



ST MARY'S  
CATHOLIC SCHOOL

### **Education Criteria**

- This policy will function effectively in concert with the school policies relating to lettings and school visits.
- The policy will ensure that charges by the school are levied in a fair, legal and transparent way.

### **Review**

Governor Committee: Resources Committee

Date of review: September 2016

Next Review Date: October 2017