



CHRIST THE KING CATHOLIC COLLEGIATE



A Multi Academy Company



Charging and Remissions Policy

Date: March 2016
Adopted: April 2016
Review: March 2017

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Board of Directors are responsible for determining the content of the policy and the head teachers for implementation. Any determinations with respect to individual parents will be considered by the relevant head teacher.

Definitions

Community Facilities – activities which the Board of Directors does not feel are of direct educational benefit to children at the school.

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings – letting to an organisation other than the school.

Remission – where a charge is not payable, either in full or in part.

Prohibition of Charges

The Board of Directors of Christ the King Catholic Collegiate recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

Charges

The Board of Directors of Christ the King Catholic Collegiate:

- board and lodging on residential visits (not to exceed the actual costs)

- the proportionate costs for an individual child for activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- individual or group tuition in the playing of a musical instrument¹
- re-site for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs
- letting of the school premises or grounds
- extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- charges for materials or ingredients where the pupils wish to have the finished product (left to Headteachers' discretion)

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;

¹ This will be at the discretion of the Headteacher

- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, please see the Academy Letting Policy; however, the charge should at least cover the cost of:
 - Services (heat & light)
 - Staffing (premises staff)
 - Administration
 - Wear & tear (sinking fund)
 - VAT at the applicable rate

See Annex A for a breakdown of school charges.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support;
- Income Based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190 (Financial Year 14/15).

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- Trips out of school
- Peripatetic Event Organisers
- School fund donations

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- **that children in receipt of Free School Meals are exempt from a voluntary contribution request**
- that the trip/activity may be cancelled if insufficient voluntary contributions are received.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Any pupil who is currently in debt to the school² will not be eligible to attend non-curriculum trips or visits until the debt has been cleared.

Damage/Loss of 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 will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.

A charge will 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 to be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.

Refunds

Refunds will only be considered where there are exceptional circumstances and providing there is no cost to the Academy. Withdrawal from any pre-paid school event will be considered by the Headteacher on a case-by-case basis and a refund may be granted at the discretion of the Headteacher. Exceptional circumstances include (but may not be limited to):

- sudden or serious illness/incapacitation of the participant
- death of the child, a parent or a sibling

² This may be in relation to the non-payment of charges ie lunch money, nursery fees, music lesson fees or damage to school property etc.

- a serious incident affecting the activity provider where costs can be recovered from the provider

A refund will not be considered simply because the pupil or parent/guardian changes his/her mind.

**CHRIST THE KING CATHOLIC COLLEGIATE
TABLE OF CHARGES**

Activity/Event	St Mary's £	St Teresa's £	St Thomas Aquinas £	St John Fisher £	Remarks
Care Club					
AM	4.00	N/A	N/A	N/A	
After School to 4.30pm	4.50	N/A	N/A	N/A	
After school to 5.30pm	6.50	N/A	N/A	N/A	
Wraparound					
Additional 15 hrs (per week)	30.00	25.00	30.00	N/A	AQU and TER includes lunch MAR excludes lunch
Full day Wednesday	10.00	N/A	N/A	N/A	
Music per year	60.00	190.00	0.00	165.00	TER subsidises. SJF pupils must sign up for a year
Music per term	25.00	N/A	N/A	55.00	
Photocopying per A4 copy	0.10	0.10	0.10	0.10	
Telephone Local	0.30	0.30	0.30	0.30	
Telephone all others	As billed + 0.50	As billed + 0.50	As billed + 0.50	As billed + 0.50	
Dinner Money KS2	2.20	2.20	2.20	2.20	
Dinner Money Nursery	N/A	1.75	1.73	N/A	
KS2 Choir	N/A	N/A	1.00	N/A	Donation only, school pays shortfall
School Fund Donations (voluntary)	N/A	5.00	N/A	10.00	TER - Per term, per family SJF – Per Academic Year, per family
After School Clubs³:					
Netball	N/A	1.00	N/A	N/A	Per session

³ Note the type/availability of After School clubs will vary from Term to Term and as such the costs will be at the discretion of the Headteacher.

Annex A

	N/A	6.00	N/A	N/A	Per half-term
Activity/Event	St Mary's £	St Teresa's £	St Thomas Aquinas £	St John Fisher £	Remarks
Street Dance	N/A	6.00	N/A	N/A	Per half-term
Musical Theatre	N/A	18.00	N/A	N/A	Per half-term
ICT	N/A	1.00	N/A	N/A	Per session
	N/A	6.00	N/A	N/A	Per half-term
Be Active	N/A	1.00	N/A	N/A	Per session
	N/A	6.00	N/A	N/A	Per half-term
Mad Science	N/A	45.00	N/A	N/A	For 6 sessions
Maths, Recorder, Cross Country, Songbirds or Choir	N/A	Free	Free	N/A	
Cookery	N/A	1.00	N/A	N/A	
Trips					
Curriculum (day)	Actual cost	Actual cost	Actual cost	Actual cost	Transport only
Curriculum (overnight)	Actual cost	Actual cost	Actual cost	Actual cost	Transport, food & accommodation only
Non-Curriculum	Actual cost	Actual cost	Actual cost	Actual cost	
Flexible Learning Day	Actual cost	Actual cost	Actual cost	Actual cost	