

St Richard Gwyn Catholic High School



Charging and Remissions

The governing body believe that *all* our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The school's policy has been informed by *A Guide to the Law for School Governors*, *WAG guidance*, and the guidance *Planning and Funding Extended Schools*.

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, and the teaching and learning policies.

Roles and responsibilities The Headteacher, and governors will ensure that the following applies:

1. No charges will be made for -:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) if it is part of the National Curriculum.
- 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 the school's basic

- curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s)* if the pupil is being prepared for the re-sits) at the school (unless requested by the parents against the advice of the Headteacher)
- Education provided on any trip that takes place during school hours if it forms 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 school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school- • Accompanying pupils on a residential trip if it forms 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 school's basic curriculum for religious education
- Transport provided in connection with an educational trip.

** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

2. Activities for which charges may be made

- Activities outside school hours, non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities
 - Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.
 - Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).
 - Is a residential trip in or out of school time?
 - If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip 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 two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day. When any trip is arranged parents will be notified of the policy for allocating

places.

- Music tuition

Music tuition for individuals or groups of up to four pupils. Charges may be made for teaching either an individual pupil or group of up to four to play a musical instrument if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Criteria for qualification for remission or help with charges are given below.

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- In receipt of any benefit or allowance or tax credit under the tax Credits act 2002
- Support under part 6 of the immigration and Asylum act 1999 •

Children who are eligible to receive free school meals

- Income related employment and support allowance

Families that wish to be considered for help with charges should contact the school as soon as possible

4. Additional considerations

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

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in installments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we always avoid that method of selection.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those

subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.