



Charging and Remissions Policy Statutory

Reviewed by Directors: October 2022

School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is the intention of the Directors of St Bede’s Inter Church School that no student should be disadvantaged or discriminated against in terms of their access to the required, taught curriculum, the religious nature of the school or prescribed public examinations on financial grounds.

Definitions used within the policy:

- Charges/charging - relate to the **requirement** for payment in order for participation, service or receipt of item to occur [unless remission is granted]
- Contributions - relate to the **voluntary** provision of funding by parents/carers
- School hours - relate to those hours when the school is in session, excluding the break in the middle of the day

The Statutory and Basic Curriculum

The Directors of St Bede’s Inter-Church School confirm that no charges will be made for provision of the education of registered students at the school in respect of activities during school hours.

Students are expected to exercise reasonable care in the use of equipment. Carelessness resulting in damage to such equipment will require students to make a contribution to the replacement or repair of the equipment.

Parents/carers may from time to time be invited to make a voluntary contribution towards the cost of equipment or materials for practical work, but no student will be disadvantaged by parents’/carers’ inability or unwillingness to contribute in this way. If a parent/carer has indicated in advance a wish to own the finished product which their child has produced as part of practical work in a curriculum subject, then the school may charge for, or require the supply of, ingredients and materials.

Should parents/carers give permission for students to take part in an activity organised by a person or body other than the Directors of the school or their representatives, such a third party may charge for the activity even if it takes place during school hours. When activities taking place outside school hours form an essential part of the statutory preparation for public examination or the basic curriculum the only charges will be for the cost of board and lodging.

Additional Tuition

Although tuition, with particular reference to Music, is arranged through the school, it does not fall within the statutory provision and would be subject to annual review. As such, parents/carers will be charged for their child’s lessons.

Curriculum enhancement

Activities may be arranged during school hours, which whilst not forming an essential and integral part of the basic curriculum, are nevertheless highly desirable and relevant to the students' work in school. In such cases the Directors will invite parents/carers voluntarily to contribute to the cost of their child's participation.

Where the number of places for a particular activity is limited, the school may decide which students should be given the opportunity to participate. This will take place without reference to parents/carers willingness or ability to make a voluntary contribution towards the cost. The Directors reserve the right not to proceed with such an activity if there is insufficient voluntary support.

Extra-curricular activities

When activities are "optional extras" and take place outside school hours, participation is voluntary, and charges may be made which will not exceed the actual cost of providing the activity for the student concerned.

Home to school transport

The contribution from parents/carers for Home to School transport will be treated as a required "charge". The cost will be subject to annual review and the application, where appropriate of the **Remissions Section** of this policy.

Examinations, Assessment and Competitions

i) Public Examinations (prescribed)

The cost of these examinations is borne by the school subject to the following:

- the student has fulfilled all the necessary entry requirements for that examination
- professional judgement expects the student to have a realistic chance of being graded
- the student attends the correct examination sessions or provides the school with a Medical Certificate, within 24hrs if possible, explaining why the student could not sit the examination. Should the student fail to attend, without valid reason, the school will seek to recover the cost of the examination fees.

ii) Public Examinations (not prescribed)

- Entry for these examinations is entirely at the discretion of parents/carers who will bear the full cost

iii) Competitions

- These will fall under the category of Curriculum Enhancement

Remissions

No student may be excluded from activities solely on account of inability of a parent or carer to pay. Anyone in receipt of Pupil Premium funding is entitled to claim remission of charges for board and lodging. In certain circumstances charges must be remitted completely for board and lodging provided for a student on a residential trip if his/her parents/carers are in receipt of certain benefits.

The Directors recognise that in some circumstances families not included in the previous paragraph may have genuine difficulty in meeting charges legitimately levied for some activities that would be of considerable benefit to the young people concerned. In such circumstances the Directors are prepared to consider requests from parents/carers for all or part of the charges to be remitted. Such requests should be addressed to the Headteacher who together with the School Business Manager, will decide on whether to offer remission, and the amount of that remission.

Guidance

The policy considers the guidance from the DfE on Charging for School Activities