

Charging and Remissions Policy 2019

Monitoring

By	Review Period	Method
Full governing board	Annual	Meeting

Ownership: Chief Financial and Operating Officer
Revision History

Review	Changes	Next Review Date
September 2016		September 2017
September 2017		September 2018
November 2018, February and June 2019		November 2019

Romero vision

“Aspire not to have more, but to be more,”

Saint Oscar Romero

Education associated with Romero aims to be of the highest possible quality. The formation of the young people in our care is expressed in the values of respect, compassion and justice. Our schools are communities of faith where we hope to empower young people to take up the challenge to be more in their daily lives. To take action for social and environmental justice, and to create a more just and compassionate world.

Holy Cross Catholic Primary school and St Joseph’s Catholic College work together as a quasi federation. Therefore we have aligned our policies where possible and where the word school is stated this will apply to the appropriate school for the situation.

Purpose

This policy explains where and when the School may seek a contribution from Parents and Carers.

Legislation

Current legislation (The Education Act 1996) allows schools and colleges to seek voluntary contributions towards some activities which may otherwise not be possible. When sufficient contributions have been received then the activity will go ahead but if sufficient contributions have not been received the activity will be cancelled and parents who have contributed will be refunded.

If the activity does go ahead and some parents have not contributed their child will not be prevented from taking part.

Examples of where the school may charge parents or carers are:-

School Trips - day visits and residential visits. The school will seek the full amount from parents or carers. Parents who wish may make additional voluntary contributions to assist in providing activities for low income families.

Deposit for the loaning of equipment such as musical instruments, cameras. This deposit will be kept by the school if the item is lost or damaged.

Contribution towards the cost of materials for practical subjects such as art, materials, textiles, resistant materials and cookery.

Exams – The school may charge for examination entry where the examination is on the set list but the student was not prepared for it at the school or where the exam is not on the set list but the student wishes to take it. The school also reserves the right to charge for an examination where the student fails it without good reason.

Breakages and damage to College property. The school will request parents or carers pay for the repairs to school property if their child has wilfully damaged it.

Photocopying. The cost of excessive printing or photocopying will be charged at the following rates:-

3p for an A4 single sided print, black and white copy

4p for an A4 double sided, black and white copy

7p for an A4 single sided colour copy.

11p for an A4 double sided colour copy.

The pupil or staff member will be informed of this cost before the printing is undertaken. These costs are subject to change.

Lettings of the school buildings and facilities as published separately in the lettings booking form and cost document which is available on the individual school Websites.

This list is not exhaustive and the Governing boards will assess the need to charge Parents or Carers as occasions arise.

The school recognises that in complying with this policy there will be an element of data processing carried out. For more information on how the Trust processes data please refer to the individual school's privacy notices and the Information and Records Retention Policy.

