

# Charging and Remissions Policy

## Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors	
Lead of Review:	Mr C Jones, Business Manager	
Last reviewed on:	February 2020	
Next review due by:	February 2021	

**Status**

Statutory

**Purpose**

To continue to provide opportunities to enrich children's education inside and outside school without making unreasonable demands on family budgets.

**What was consulted?**

The policy has been informed by the DfE guidance 'Charging for School Activities' May 2018 (Appendix 1).

**Relationship to other school policies and documents**

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

The Equality Act of 2010.

**Introduction**

Legislation allows schools to charge for certain activities which take place outside school hours. Ellesmere Port Catholic High School's policy applies to charges made to parents/students.

Under the terms of the Education Act 1996, the Governing Body of Ellesmere Port Catholic High School must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to contribute, their child should not be prevented from participating should the activity go ahead.

We believe that all students should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. We will try 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 students taking full advantage of the opportunities.

**Books, Equipment and Materials**

Students should not be required to pay for any materials, books, instruments or other equipment for use in connection with education provided during school hours. Parents/guardians are responsible for ensuring their child is provided with pens, pencils, rulers etc. Some subject departments will have, available to purchase, specialist items such as scientific calculators. If students lose or damage books or equipment issued to them, parents/guardians are expected to pay for the cost of replacement or repair.

Parents/guardians of students who are on practical courses may be asked by departments to make a contribution towards materials that will be used during the course of the year which parents wish their children to own. This would include, for example, ingredients for dishes prepared in home economics, or articles in technology.

**Activities / Educational Visits**

If an activity is deemed to be curriculum based, is within the school day or is part of an examination course, any payment from parents/guardians is voluntary. However, if parents are unable to contribute, it may be that the activity will not be able to take place. Students will never be treated

differently according to whether or not their parents/guardians have made any such payments. If an activity is outside the school day and is not part of an examination course, the specified payment is required for students to take part.

### **Music Tuition**

The Headteacher is authorised to charge for music tuition within and outside normal classroom activities. The school will review on an annual whether or not a subsidy from the school budget can be made dependent upon the ability of the budget to afford it.

### **Examinations**

No charge shall be made for entry fees for prescribed public examinations for which registered students have been prepared at school. However, charges will be made in the following circumstances:

- Where a student wishes to re-sit an examination.
- If a student fails without good reason to complete all the examination requirements and is consequently ungraded in the examination.
- Examination entry fees where the Headteacher judges that a student is at risk of permanent exclusion prior to the completion of examination components.
- For examinations for which the student has not been prepared at school.

### **Remissions**

In order to remove financial barriers from disadvantaged students, 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 families in particular circumstances. The main criteria for qualification for remissions is eligibility for free school meals. However, if a family requests assistance the school will endeavour to help out where possible.

### **Roles and responsibilities of Headteacher, Staff and Governors**

The **Headteacher** and **Governors** will ensure that:

- no pupil is excluded because of financial difficulties (with the exception of foreign residential visits not connected to an examination course).
- the school should try where possible to assist parents who ask for support.
- flexible payment schemes are in place for all students with deadlines set for payment ahead of the event/activity taking place.
- ensure all staff are aware of procedures to be followed when taking students out of school on a visit or trip via the Staff Handbook.

**Staff** responsible for organising/administering the activity will:

- ensure procedures are followed in relation to organising activities and advising parents of charges in a timely manner, with payment schemes in place.
- liaise with pastoral staff regarding requests from parents who may require financial support.