



# St Joseph's College

## Charging & Remissions Policy

**Date Reviewed - Autumn 2<sup>nd</sup> Half-Term 2023**  
**Next Review Date - Autumn 2<sup>nd</sup> Half-Term 2024**  
**Policy Author - Mr S Cabrera (Director of Development)**  
**Chair of Governors signature: Mr S Horsman**

A handwritten signature in black ink, appearing to read 'S Horsman', is written over a faint circular stamp or watermark.

*To inspire the minds of all generations through education, with fearless faith.  
As a united community we demonstrate our Lasallian values of faith, service, and respect.*

**Mission Statement**

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## **INTRODUCTION**

This policy ensures the right of every pupil to a free school education. All activities offered wholly or mainly during normal teaching time will be available to all pupils, regardless of parents' ability or willingness to contribute to the cost.

The governors recognise the valuable contribution that a wide range of activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional operational activities.

The policy ensures that the school has a right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside normal school hours.

### **1. Admissions**

There is no charge for admissions.

### **2. School Meals**

There is no charge for children who are entitled to free school meals.

### **3. Public Examinations**

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits. The school may make a charge for the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school. The current fee charged for each re-sit is a maximum of £45.00 (dependent on exam board). Remarking of papers and copy papers are charged at the exact cost incurred by the school (fee is dependent on the exam board but usually £10-£13).

### **4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the exception of music tuition (section 8).

There is no charge for transport during school hours to school-organised activities, although voluntary contributions will be requested.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music or vocal tuition (section 8).

### **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### **Optional extras**

The school will charge for optional extras. Optional extras are:

- Education provided outside of school time that is not:
  - a) Part of the National Curriculum
  - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

The cost of optional extras:

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (see section 12).

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including
- Supply teachers engaged specifically to provide the optional extra
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a
- Musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an activity where charges will be made.

### **Other optional activities, which the Governors will make charges for, include:**

#### **Activities Day**

A range of activities is available to students. As these activities take place during a normal school day, donations are requested from parents to cover such trips. The school will provide an on-site activity which has no cost, to ensure all students can take part in an alternative activity.

## **Games Afternoon**

In addition to physical activities provided on site, a number of other activities are provided to enhance the range of experiences that the students will have during their time at the school. These include activities such as swimming. Payment will be required on the first day of such activities or alternative provision will be provided at school. The Governors recognise that genuine financial hardship should not preclude any student from experiencing the whole range of activities.

## **6. Activities that take place partly during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

## **7. Residential Activities**

St. Joseph's College will not charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit 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 religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Travel costs where the residential activity is classed as being within school hours, although voluntary contributions will be requested.

We will charge for:

### **Board and Lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Activities**

The school may charge for residential activities that fall outside of school hours (see section 5).

### **Extra-curricular Activities and Trips During Holiday Periods**

The cost of these trips must be borne by parents of pupils participating in such trips. The school is unable to provide financial support for such trips, regardless of free school meal eligibility. Examples of such trips include: the ski trip, evening visits to the theatre, etc.

### **8. Music Tuition within School Hours**

St. Joseph's College will follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The governors are committed to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals. There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

### **9. Extended Services**

St. Joseph's may at times, provide extended day services, which could include breakfast and after school provision or homework type clubs. Charges may be made to cover any cost incurred in providing these services.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

### **10. Damage to Property and Breakages**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headmaster and dependent on the situation.

### **11. Remissions and Concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowances

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Bursar will authorise the remission of charges.

The College may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Bursar and Headteacher.

## **12. Voluntary Contributions**

St. Joseph's College may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

Parents are asked for contributions into the school fund, at £10 per month (£120.00 per year), and these contributions help to fund equipment for the students.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

In any case where an activity cannot be afforded without voluntary funding (for example school trips to a museum or theatre), this will be made clear to the parents by the school. If the activity is cancelled by the school, all monies paid will be returned to parents.

## **13. Inability or Unwillingness to Pay**

The governors are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **14. Lettings**

The college will levy a charge for the hire of facilities, to cover labour, wear and tear and energy costs. The college will endeavour to ensure these charges are competitive in relation to other similar local facilities whilst, at the same time, will cover all costs to the college associated with the letting. Such charges apply to the hire of the College halls, classrooms, sports hall, playing fields, Chapel and swimming pool.

The charges for college room bookings vary dependant on the number and types of rooms required, but vary from £50 per hour. The fees are agreed when the booking is made, and will include a charge for the number of staff required to be on site. All charges are reviewed annually.

These charges for all facilities are set out below and are also reviewed annually.

**Hire Charges for 2023/2024 Academic Year – Sports Hall, Swimming Pool, School Hall, Classrooms & Chapel.**

|                       |  |
|-----------------------|--|
| Sports Hall Hire      | £65.00 per hour                                  |
| Swimming Pool Hire    | £100.00 per hour                                 |
| School Hall           | £100.00 per hour                                 |
| Chapel                | £75.00 per hour                                  |
| Football pitches      | £50.00 per hour                                  |
| General Room Lettings | individually agreed rates (approx. £50 per hour) |