



ST JOSEPH'S COLLEGE

CHARGING AND REMISSIONS POLICY OF ST. JOSEPH'S COLLEGE DELASALLE

1. INTRODUCTION

- 1.1 This document sets out the charging and remissions policy of St. Joseph's College which is referred to as "the school" in the rest of this policy document.
- 1.2 The provisions for charges to parents and pupils for school are set out in the 1994 Education Act.
- 1.3 The objectives of the charging provision Act are:-
 - To maintain the right to free school education.
 - To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
 - To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the LEAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
 - To confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.
- 1.4 A Croydon LA "Policy for Charges for School Activities" has been agreed which applies when the LA is charging for activities. A copy may be obtained from the Education Offices.

2. SUMMARY OF ST. JOSEPH'S COLLEGE POLICY FOR CHARGING AND REMISSIONS

- 2.1 No charge shall be made for admission to the School.

2.2 With very few exceptions, parents and pupils must not be required to pay for an activity arranged by the School or the Education Authority for pupils which:-

- (a) Takes place wholly or mainly during school hours or which,
- (b) Takes place wholly or mainly outside of school hours and where the activity is provided for prescribed public examinations, the National Curriculum or Religious Education.

2.3 The Governing Body will seek to enhance the range of provision in the School through charges for activities such as individual music tuition, through voluntary contributions from parents and through activities arranged by third parties.

2.4 Where the activity is supported by voluntary contributions, no pupil shall be disadvantaged by the unwillingness or inability of a parent to provide a contribution.

3. **SCHOOL ADMISSIONS**

3.1 No charges are permitted for admission to the school.

3.2 Where the school is oversubscribed the criteria for deciding which pupils to admit must not be based in any way on a parent's willingness or ability to make a contribution.

4. **EDUCATION DURING SCHOOL HOURS**

Definition of School Hours

4.1 School hours are those hours when the school is actually in session and do not include the break in the middle of the day.

Education Activities

4.2 No charge shall be made to parents or pupils for education provided by maintained schools for registered pupils where the education takes place wholly or mainly during school hours except in the case of individual musical tuition.

4.3 Where the number of places available for an activity which takes place wholly or mainly within school hours is limited, then the decision as to which pupils will be offered opportunities to participate must be made without reference to parents' willingness or ability to make a voluntary contribution.

4.4 A charge should be made for individual tuition in playing any musical instrument but only if this tuition is not provided to fulfil the statutory requirement of a prescribed public examination or of the National Curriculum. No charge can be made unless prior parental willingness to pay has been obtained.

Incidental Costs

- 4.5 Neither parents nor pupils will be required to pay for or supply any materials, books, instruments or other equipment for use in connection with educational activities provided wholly or mainly during school hours, except in the case below.
- 4.6 A charge should be made for the cost of materials where parents have indicated a wish to receive the finished products of an activity.
- 4.7 Voluntary contributions may be sought from parents or pupils for materials or equipment by no pupil shall be disadvantaged because of the parents' unwillingness or inability to make such a contribution.

Transport

- 4.8 No charge is to be made for any transport arranged by the Academy in connection with any educational activity which takes place wholly or mainly in school hours. Pupils who choose to use alternative transport will be expected to pay for it.
- 4.9 Parents should be expected to meet the cost of travel direct from the pupil's home to activities sanctioned but not arranged by the School. For example, parents should be asked to pay for the travel costs of pupils engaged on work experience. Where parents have difficulty in meeting such a cost, a subsidy may be provided by the school.

Activities arranged during school hours by a Third Party

- 4.10 Parents can ask the School to grant leave of absence for pupils to join an activity arranged by an organisation other than the Academy or Governing Body. Where leave of absence is granted, the organisers are entitled to charge parents directly, but the Academy should not take part in these transactions.
- 4.11 Leave of absence should only be given where the activity is judged to be in accordance with the need of the School to meet the statutory requirements of the school curriculum in respect of both pupils participating in the activity and those remaining at school.

5. EDUCATION OUTSIDE SCHOOL HOURS

- 5.1 In determining budgets the Academy will not make provision for activities which take place wholly or mainly outside of school hours and for associated incidentals except where these are necessary to meet statutory requirements for examinations and the National Curriculum. The School Governing Body will fund such activities either from direct charges to parents or from voluntary subscriptions or through voluntary fund raising activities.

- 5.2 Parents and pupils must not be required to pay for activities and association incidents other than board and lodgings where these are provided to meet:-
- (a) Requirements specified in the syllabus for a prescribed public examination.
 - (b) Legal duties relating to the National Curriculum.
 - (c) Legal duties relating to Religious Education.
- 5.3 The School will make charges to parents or pupils for overnight board and lodgings for any activity arranged by the School except in the case of pupils whose parents are in receipt of family credit.
- 5.4 Remission of charges for board and lodgings for pupils whose parents are in receipt of family credit is a legal requirement where the activities have been arranged to meet specific requirements of prescribed examination or legal requirements relating to the National Curriculum or Religious Education.
- 5.5 When parents are provided with details of activities which may involve charges for board and lodging, the entitlement to remission through family credit will be made clear.

6. **PUBLIC EXAMINATIONS**

- 6.1 The EFA's annual funding for schools includes an allowance for entry fees for a range of specified public examinations. Parents and pupils must not be required to pay entrance fees for any of these prescribed examinations.
- 6.2 Parents will be notified in writing of those examinations for which their children are being entered. They will also be notified where a pupil is not to be entered for an examination for which preparation has been provided in school.
- 6.3 The School will require parents or pupils to pay for entering examinations which are not prescribed and for which no necessary preparation has been provided in school hours. Where parents are in receipt of family credit and the Head Teacher or Governing Body decide that the examination entry is justified on educational grounds, then the costs should be met by the School.
- 6.4 The School will expect parents or pupils to pay for the costs of entering an examination where the pupil fails to sit the examination without showing reasonable cause (such as illness).

7. **BASIS FOR CHARGES AND VOLUNTARY CONTRIBUTIONS**

- 7.1 Where parents or pupils are required to make a payment, the amount charged should not include any subsidy for any other pupil or for any other activity. The amount should be equal to the total value of directly related charges divided by the total number of pupils participating.

7.2 The amount suggested as a voluntary contribution can include any level of subsidy.

8. DETERMINING WHETHER AN ACTIVITY IS IN OR OUT OF SCHOOL HOURS

8.1 Where an activity does not involve overnight board or lodging, an activity is defined as being wholly or mainly within school hours where:-

- The number of school hours involved is at least 50% of the total elapsed time of the activity excluding travel outside of school hours.

8.2 Where an activity does involve overnight board and lodging, then it is deemed to take place mainly in school hours where:-

- The number of half day school sessions involved is at least 50% of the total number of half day sessions included in the activity.

A half-day session is defined as any period of 12 hours ending with noon or midnight on any day, where the number of hours taken up by the residential activity is at least 6 hours.

Br. B. Foy _____
Chair of Governors

Date: _____

Mr D. Garrido _____
Headmaster

Date: _____

Reviewed by F&A Committee