



**ST HILDA'S**  
CE HIGH SCHOOL

## Charging and Remissions Policy

Date Policy prepared: 14<sup>th</sup> October 2019  
Governor Committee: Business and Resources  
Policy agreed by committee: 16<sup>th</sup> October 2019  
Date ratified by governing body: 28<sup>th</sup> November 2019  
Policy reviewed by: LN/JCo  
Date for next review (annual/2 yearly ): 14<sup>th</sup> October 2021

**St Hilda's is educating for Wisdom, Dignity, Hope, Community and Equality**



# ST HILDA'S CE HIGH SCHOOL

VALUE			THE POLICY	
Wisdom	Dignity	Hope	Community	Equality
<p>At St Hilda's we strive to ensure that all our students have an equal opportunity to benefit from school activities both on and off site, within and outside of the curriculum and regardless of their family's financial means.</p> <p>The policy sets out our school approach to charging and remissions, and is informed by Local Authority and Government guidance. In doing this, our intention is to ensure transparency in setting charges and to ensure that all students have equal access to provisions on offer in school. This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.</p> <p>The guiding principal of the policy is to treat each other fairly and reasonably, with respect and courtesy at all times, no matter what the circumstances, consistent with our values.</p>				

**St Hilda's is educating for Wisdom, Dignity, Hope, Community and Equality**

## **Admissions**

- The Governors intend to make no charges for admission to the school. The school encourage parents to make voluntary contributions to the school and contribute to various appeals throughout the year where possible.

## **Non Residential School Trips**

- No charge will be levied in respect of day trips that take place during school hours if they are part of the National Curriculum Requirements, statutory RS or are in preparation for prescribed public examinations. School may ask parents for voluntary contributions which would be used to benefit the activity for the students. (E.g. entrance fees, board and lodging, transport, insurance etc.) The children of parents who cannot or will not contribute will not be discriminated against. It should be noted that if insufficient contributions are received from parents to cover the cost of the activities, it may be necessary to cancel the trip.
- For school trips that are not essential to the National Curriculum, Statutory RS or in preparation for prescribed examinations, a charge will be levied for the full cost of the trip, including contingency and administration costs.

## **Residential School Trips**

- For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.
- For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for the full cost of the trip including contingency and school administrative costs.

School will request payment via the school cashless system, Parent pay, unless the contribution is less than £5, when cash will be collected.

## **Examination Entries**

All entries for public examinations and resits will be free of charge to students if the student is being prepared for the examination or resit in school.

The full cost of entering a student for a public examination will be levied by school if:

- The pupil has been prepared for the exam outside school.
- It is a re-sit of a public examination where no further preparation has been provided by school.

- It is decided by school that there are educational reasons for not entering the student for the examination.

The Governors reserve the right to recover examination fees from the student's parents if a student fails, without good reason, to meet any examination requirements of the syllabus. There are a number of factors that Governors will consider which include, poor attendance resulting in under preparation for the examination, poor behaviour in the examination causing disruption to other students.

### **Music Tuition**

- Parents of students who have opted to receive musical tuition, either vocal or by playing a musical instrument, will arrange lessons directly and pay directly to the tutor the lesson fee. (Ref: Charges for Music Tuition (England) Regulations 2007.)
- Individual students may be identified by school for payment, or part payment of fees for music tuition where it is deemed an appropriate and beneficial use of pupil premium/LAC funding for the student.

### **Materials & Textbooks**

**The Governors reserve the right to charge for:**

- The cost of ingredients, materials, equipment for practical subjects where the parents/carers have indicated they wish the pupil to own the finished product.
- Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- Charges may be levied for borrowing central resources for personal use eg. DVDs, Cameras etc.
- Charges will be made for late or non-return of Library Resources.
- Replacement school diaries/student cards/ties
- Wilful damage to property including text books
- Additional printing

Any residential activity that is organised for students and takes place largely in school time and forms part of the syllabus for a public examination will not be charged for. School can charge for board and lodging in these circumstances unless the student's parents are receiving:

- Income Support (IS)
- Income based Jobseeker's Allowance

**St Hilda's is educating for Wisdom, Dignity, Hope, Community and Equality**

- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and **do not** get Working Tax Credit
- An income – related employment and support allowance
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit.

### **Facility Hire**

Charges will be levied by school for community groups hiring any part of the school premises for clubs/meetings/training etc. All external hire arrangements are subject to an individual Hire Agreement.

Profit from facility hire is used to benefit the students in school.

### **School Meals**

Parents/ carers are responsible for the payment of school meals for students in school. The current cost for a school meal is £2.20.

Those students that are entitled to Free School Meals are supplied with a meal up to this value each day they are in school.

School meals are paid for using the online cashless payment system, Parent pay.

To be reviewed every 2 years

Next Review date September 2019