



St Thomas More Language College

Serving God, Striving for Excellence

Charging Policy 2016



PRINCIPLES

We are committed to a free school education for all.

We aim to:

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school:

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- On the costs of Board/lodging and travel on residential trips there will be a subsidy of up to £55 for those families in receipt of Free School Meals. This fixed contribution/subsidy by St Thomas More Language College will be set annually in April prior to any planned visits. Parents can make a Welfare Grant Application through the Journey Leader. School records of current students entitled to Free School Meals acts as a source of confirmation of entitlement; approval is ascertained by the nominated member of the Leadership Group.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property including window breakage and cost for graffiti removal.

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Individual Instrumental Tuition

- To charge to the student the cost for providing any instrumental tuition not part of normal LEA peripatetic provision with the exception of first instrument charges for Key stage 4 students who have chosen music as an option.

Remissions

- Where the parents of a student are in receipt of Free School Meals, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of syllabus for the National Curriculum.
- The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors

School Trips / Residential Opportunities

- A non-returnable Deposit will be collected for all educational visits and journeys
- In the event of insufficient interest, then these events may be subject to cancellation, upon which the deposit can be returned.
- It is hoped that parents will realise that without a system of voluntary contribution, many activities that have taken place in the school could not continue. It may well be that educational visits and journeys can only take place if sufficient voluntary contributions are received to make the visit or journey self-sufficient.
- When applying for a place on a residential trip parents/carers must ensure all correct documentation such as passport/visa will be valid at the **time of the trip**. Any deposits/payments made will not be refundable in these circumstances.

Examination fees (taken from the College Examinations Policy 2016)

- The full cost of entry to GCSE examinations is met by the school however in the following circumstances parents/carers may be asked to meet or contribute to the cost
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- All examination fees are paid by the Centre.
- Late entry or amendment fees are paid by the Centre.
- Fee reimbursements are sought from candidates who fail to sit an exam without evidence of sickness or other mitigating circumstances.

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- Where students are causing concern regarding attendance a deposit for examinations entry may be sought from parents up to 20% of all exam costs.
- a) Where a student *deliberately* fails to attend for an external examination for which they have been entered
- b) Where a student fails to make *any attempt* to complete the written examination for which they have been entered
- c) Where a student's conduct and/or uniform are inappropriate so that they have to complete the examination under supervision outside of the main examination room incurring additional costs to the school.

Person responsible for Policy:

Senior Leadership Team

Policy update:

January 2017

Policy to be reviewed:

September 2017

Appendix 1

CHARGING POLICY STATEMENT

SEPTEMBER 2016

The Governing Body of St Thomas More Language College recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make toward education.

This statement is presented alongside the College's policy.

The Governing Body reserve the right to make a charge in the following circumstances for activities organised in the College:

1. School Journeys in school hours and Residential Trips:

The cost of transport for College trips and of board and lodging for residential trips.

2. Activities outside school hours:

The full cost to each student of all approved activities deemed to be 'additional' and taking place outside school hours.

3. Individual Instrument Tuition:

The full cost to the student for any tuition that is not part of normal peripatetic provision.

4. Charging in Kind:

The cost of materials, equipment and ingredients. The Governing Body reserves the right to charge for materials and ingredients (or require them to be provided) where the parents have indicated in advance that they wish to own the finished product.

5. Voluntary Contributions:

The Governing Body will seek from parents from time to time, voluntary donations for activities, which in the view of the Governors, it would be prohibitive to finance from within school funds. Student participation in such activities will not be dependent upon making a contribution but Governors reserve the right to withdraw any activity if the total amount donated is insufficient to make the activity viable.

6. Remissions:

The Governors will remit any charges for where genuine cases of hardship are established to the Governors' satisfaction. Please refer to the full policy and point 8 below.

7. Damage to property:

Parents will be asked to meet the full cost of repairs or of replacing defaced, damaged or lost property where this is a result of a student's inappropriate behaviour.

8. Implementation:

Responsibility for the day to day implementation of the policy has been delegated to the Headteacher.