St Thomas the Apostle School & Sixth Form College

Charging and Remissions Policy

Agreed by Governors: October 2023

Reviewed September 2024 with no changes

POLICY STATEMENT

The Governing Body recognises the valuable contribution that a wide range of activities, including participation in clubs and trips, can make towards a pupil's education. The School therefore aims to promote and provide such activities as part of a broad and stimulating curriculum and as additional optional activities. This Policy sets out the circumstances in which it is permissible to charge for these activities and where it is appropriate to remit all or part of such charges.

School trips and activities

To enable the delivery of a first-class and rounded education, a wide variety of trips and activities are organised and run by the School's staff. Some of these trips and activities occur in School time and others occur outside of the School day.

It is necessary for the School to make it clear to parents that any activities which take place in School time cannot be charged for. Further, no charge can be made for any education provided outside of School hours if this forms part of the National Curriculum, forms part of the syllabus for a public examination or consists of religious education. The exceptions to this are as follows:

Permitted charges

(i) Board and lodging for educational residential trips which:

- **a)** form an essential part of the School's curriculum;
- **b)** are for religious education; or
- **c)** form part of the syllabus for a public examination;

(ii) If the trip or activity is held outside of School hours and does not fall into the categories described at (i) above, it is regarded as an 'optional extra'. A charge may therefore be made for the full cost of the trip or activity, including board and lodging, travel, additional staff costs, entrance fees, materials, equipment and insurance:

- **a)** The charge must not exceed the actual cost of providing the activity;
- **b)** The charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

(iii) The restrictions on charging for activities do not prevent the School from asking for voluntary contributions. Some activities may not be able to proceed if the level of voluntary contributions from parents is insufficiently high and therefore it is hoped that parents will wish to contribute.

Public Examination Entries

At the appropriate time, pupils are entered for public examinations in all those subjects for which they have been prepared by the School as part of its curriculum, met the coursework requirements and achieved the necessary standard. Parents are kept fully informed of their children's progress towards examinations throughout the course. Provided these criteria are met, the School will pay the full entry fees for all examinations. The exceptions to this are as follows:

Examination charges

Examination services are chargeable when they are at the specific request of pupils and/or parents. Such services may fall into, but are not limited to, the following categories:

(i) Sitting an examination in a subject which does not appear on the School's curriculum, for example a community language such as Greek or Gujarati;

(ii) Resitting an examination;

(iii) Raising an enquiry with the Examination Board about a result, including a remark or return of script;

The School passes on Examination Board and Examiner costs incurred in providing the service, plus an administration fee which varies according to the type of service provided. Details of charges for each service are maintained in the School's Examinations Office.

Other circumstances for which a charge can be made

These fall into the following categories:

1. Music tuition

Peripatetic teachers make a charge in respect of musical instrument tuition for individuals (except where this is required for a GCSE and/or A-level syllabus);

2. The extended curriculum

Peripatetic teachers make a charge in respect of tuition or coaching for individuals and groups when this takes place beyond the School day e.g. Mandarin, Spanish, fencing and karate.

3. School uniform

Parents must provide at their own expense full School uniform as prescribed in the School's Uniform Policy, including all items of compulsory sports kit. Other items such as simple protective clothing e.g. art overalls or aprons, may need to be purchased.

4. Materials and textbooks

Where a pupil and/or their parents wish to retain items produced as a result of art, design or technology (including Food Technology), a charge may be levied for

the costs of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

5. Damage to or loss of property

A charge will be levied in respect of wilful damage, neglect or loss of School property (including premises, furniture, equipment, books or materials), the charge to cover the full cost of replacement or repair, or a lower amount at the Headteacher's discretion. The cost of normal wear and tear and reasonable accidental breakage will be met by the School.

6. Intervention classes & Locker deposit

A fully refundable deposit of £50 will be requested from all Year 11 pupils. We hope this will encourage pupils to participate fully in the intervention programme. Pupils will be charged a fully refundable deposit of £5 for lockers. We hope this will encourage pupils to look after their lockers in line with school policy.

Remissions

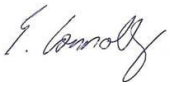
The Governing Body may remit in full or in part charges in respect of a pupil if it feels it is reasonable in the circumstances. If parents have difficulty in paying for an activity, they should write in the first instance to the Headteacher who will advise as to what assistance is available. All remissions must be authorised in advance by the Headteacher.

The Pupil Premium

The Pupil Premium is additional funding given to schools by the Department for Education to raise the attainment of and enhance the education of the most socioeconomically disadvantaged children. Pupil Premium funding is paid to schools according to the number of pupils who have been registered as eligible for Free School Meals (FSM) at any point in the last 6 years or have been in care for 6 months or longer.

Pupil Premium funding is, however, not ring-fenced and schools are free to spend the extra money as they see fit. The receipt of FSM has been used by the Government as an indicator of deprivation and the Governing Body may use this as an indicator as to those pupils at St Thomas The Apostle College who may need extra support and financial assistance. However, the Governing Body also recognises that not all pupils who receive FSM are socially disadvantaged and that not all pupils who are socially disadvantaged qualify for FSM. They therefore reserve the right to allocate Pupil Premium funding to support any pupil or groups of pupils which the School has legitimately identified as being those who would benefit from it.

The extra support may take a wide range of forms, including facilitating pupils' access to the curriculum, providing additional teaching and learning opportunities, providing extra support and intervention and for the purposes of remission.

This Charging & Remissions Policy was been reviewed in September 2024 and will be reviewed again in September 2025.

Signed by Headteacher [Eamon Connolly]: