



**ST. PETER CATHOLIC
ACADEMY TRUST**
BY SERVICE, TOWARDS GOD



ST JOSEPH'S CATHOLIC HIGH SCHOOL

CHARGING AND REMISSIONS POLICY 2018-20

Date of Review: November 2018
Next Review: November 2020

CHARGES

The school will apply any charges levied by the LA for services which it provides and also the remission arrangements which the Authority considers appropriate. The school reserves the right to levy a charge in any circumstances permissible under relevant Education Acts.

VOLUNTARY CONTRIBUTIONS TO SCHOOL ACTIVITIES:

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the Academy Committee. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

VOLUNTARY CONTRIBUTIONS – SCHOOL BUILDING FUND

The Academy Committee, on behalf of the Diocese, will make a request to parents to consider making an Annual Contribution of £75.00 per family (£25 per term), towards our 10% liability of the cost of any building work or repairs carried out at the school. The school will write to parents asking for contributions at the beginning of each term. This will be reviewed annually.

BREAKAGES

The Academy Committee reserves the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage, books, equipment, material other than the normal fair wear and tear.

CHARGING IN KIND

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. needed. No pupil will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Departments may exercise the right to request payment in advance for projects to be completed.

REMISSIONS

The Academy Committee will apply the statutory minimum remissions to any charges, which they make: that is in respect of pupils whose parents are in receipt of income support or family credit.

Any further remission of charges will be at the absolute discretion of the Academy Committee, unless the trip/activity is considered to be an essential part of the pupils' education and curriculum, there should be no mention of the provision of supplying subsidy for families on any form of income support when writing letters to parents outlining details of the trip/activity. However, a request that parents contact the school should they have difficulties in paying for the activity should be included. Each case will then be judged on its merits. The school will take into account special circumstances and exercise its discretion.

For a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or religious education, no charge may be made either for the education or the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving income support, family credit, jobseekers allowance, or any scheme currently in force to supplement low income families.

MUSICAL INSTRUMENT TUITION / SINGING LESSONS (Peripatetic)

Instrumental and vocal tuition which takes place during the school day, subject to the parent/carer requesting the tuition is arranged through Slough Music Services and parents are charged directly.

Slough Music Services can request a contribution from the school towards such tuition for Pupil Premium Students or Looked After Children.

PUBLIC EXAMINATIONS

No charges may be made for entering pupils for public examinations that are set out in regulations.

An examination fee may be charged to parents if:

- The examination is on the set list but the pupils was not prepared for it at the school
- The examination is not on the set list but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing body originally paid the entry fee

VAT

VAT should be charged and reclaimed on activities, where applicable, as per the instructions from HM Customs and Excise.