



*Saint Joseph's*  
CATHOLIC SCHOOL

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# **Charges & Remissions Policy**

Version 4.0 January 2023

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP1 1QY

| <b>Success Criteria:</b>  |                            |  |
|---|----------------------------|--|
| <b>Context/Aim:</b> To enable as many children as possible to experience the world beyond the classroom as an essential part of learning and personal development. We aim to provide a wide range of activities both extra-curricular and within school time. |                            |  |
| <b>Monitoring Procedures:</b>   |                            |  |
| <b>By Whom:</b><br>School Business Manager  | <b>When:</b><br>Biennially | <b>How:</b><br>Updating policy to take into account new legislation/procedures |
| <b>Evaluation:</b>  |                            |  |
| <b>By Whom:</b><br>Governors' Finance & Premises Committee  | <b>When:</b><br>Biennially | <b>How:</b><br>Minutes of meetings   |

| <b>Revision History:</b> |                              |                    |                         |
|--------------------------|------------------------------|--------------------|-------------------------|
| <b>Version</b>           | <b>Approved and Ratified</b> | <b>Review Date</b> | <b>Additional Notes</b> |
| 4.0                      | January 2023                 | January 2025       | Rewrite                 |
| 3.2                      | January 2021                 | January 2023       |                         |
| 3.1                      | January 2019                 | January 2021       | No change               |
| 3.0                      | November 2016                | November 2018      | Rewrite                 |
| 2.5                      | January 2014                 | January 2016       | -                       |
| 2.4                      | January 2012                 | January 2014       | -                       |
| 2.3                      | January 2010                 | January 2012       | -                       |
| 2.2                      | January 2009                 | January 2010       | -                       |
| 2.1                      | October 2006                 | October 2007       | -                       |
| 2.0                      | January 2006                 | October 2006       | -                       |
| 1.0                      | December 2003                | September 2004     | -                       |

## Vision Statement:

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth, and justice. We want each pupil to be healthy in mind, body, and spirit.

Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.

We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.

We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.

We are committed to aspiring for excellence in all that we do for the sake of the Gospel.

Head teacher

## National Policies and guidance/courses referred to and incorporated into SJCS Policy:

### Document/Course Title:

Provisions concerning charging for school activities can be found in sections 449-462 of the [Education Act 1996](#) and in [The Education \(School Sessions and Charges and Remissions Policies\) \(Information\) \(England\) Regulations 1999](#) (SI 1999 No. 2255). Dfe publication Charging for school Activities 2018

## Introduction

The Governing Body believe that all our students should have an equal opportunity to benefit from school activities and visits independent of the parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise financial barriers which may prevent some students taking full advantage of the opportunities. We are also committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governors' Handbook'

More detailed information can be found in the Department for Education document: Charging for School Activities (May 2018).

## Aims

St Joseph's Catholic School recognises the value that participation in a wide range of additional activities, including trips and enrichment activities, makes towards pupils' education. All activities taking place during school time, except music lessons (which are exempt and therefore chargeable), will be provided free of charge. Opportunities may be available during the school year for pupils to participate in optional activities which do not form part of the school curriculum, e.g. overseas visits. Parents will be required to pay the full cost of provision of these activities.

Some activities which broaden the curriculum and make it more interesting for pupils are expensive. The school does not have funds available to cover the costs of such optional extras and voluntary contributions may be requested. No pupil will be denied the chance of undertaking these activities regardless of any contribution made, but if voluntary contributions do not meet the full costs, the activity may not go ahead. In some cases, the school may decide to use Pupil Premium to support the participation of eligible pupils in chargeable activities.

Textbooks and other equipment will be provided from school resources. Should such materials, which are issued to students, become lost or damaged parents will be required to reimburse the school for their replacement cost.

Parents remain responsible for providing school uniform and suitable clothing for particular activities, e.g. Physical Education.

## Charges

The school reserves the right to make a charge in the following circumstances:

- Music or vocal tuition, in line with the Charges for Music Tuition (England) Regulations 2007, for individuals (privately arranged by parents) which takes place in or out of school hours and which is not provided as part of the syllabus for a prescribed public examination, or to fulfil the requirements of the curriculum. Vocal and instrumental tuition provided to pupils in Key Stage 4 studying Music GCSE, where this forms part of the syllabus, is free of charge.
- Activities which take place outside school hours, which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the curriculum or to Religious Education. Parents will be required to pay the full cost of these optional activities. Following completion of the activity when all costs have been paid, if there is a balance equating to £10 or more per participant left in the activity account, refunds will be offered to parents. Balances below this amount will be used to support curriculum activities.
- Transport to activities outside of school which are not part of the national curriculum.
- Residential field trips may take place in connection with some curriculum courses, e.g. Geography. No charge will be made for the tuition on these courses or for the cost of travel to and from the centres. However, a charge will be made for board and lodging during a residential course and a voluntary contribution towards the cost of the activity may be invited.
- Examination fees for entering students for public examinations which are not prescribed in Regulations made under the 1988 Act.
- Examination fees for entering students for prescribed public examinations in a syllabus other than that for which they have been prepared at the school. Examination entry fees for courses which are delivered during school time are free of charge. If, however, a pupil fails, without good reason, to meet any examination requirement, the examination entry fee may be requested from the pupil's parents/carers. An acceptable reason for not sitting an examination would be sickness certified by a doctor.
- A paper re-mark fee where the school does not consider the case to be valid.
- Charging in Kind: For the cost of materials, ingredients, equipment for subjects such as design or food technology where the materials/ingredients are provided by the school and the finished product is taken home or consumed. This will apply in particular to Food Technology and Design Technology but may in special circumstances apply to other subjects.
- Breakages or damage to school or third-party premises and equipment will be recovered from parents/carers e.g. wilful or negligent damage to school property, or who misuse or lose school materials or books. Lost books will be charged at the full replacement cost.

- Lockers: A non-refundable one-off charge is made when pupils start at the school if they wish to have use of a locker during their time in school. The charge covers the cost of a padlock and 3 keys.
- Where transport is provided, beyond any statutory obligations on the part of the school, to take students to and from school during normal school hours.
- Any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them. In some subjects, additional revision guides are available; if parents wish their child to have their own personal copy a charge is made.
- The school will charge all hirers of the school's premises out of school hours in accordance with the lettings policy. The scale of the charges is reviewed on a regular basis by the governing body.

## Voluntary Contributions

From time to time, activities may be offered to pupils to participate in optional activities inside or outside of school time. If these activities form part of the National Curriculum, or a recognised examination course, they will be free of charge, but voluntary contributions may be invited. If the activity is outside the National or Examination Curriculum, it is defined as an optional extra and a charge will be made to cover the actual costs incurred. Participation in these activities will be on the basis of parental choice and a willingness to meet the charges levied.

- There will be no obligation to contribute. If sufficient contributions in order to cover the required costs are received all students will take part in the specified activity. If sufficient contributions are not received, then the activity will not be able to run.
- Students will not be treated differently if parents do not contribute.
- In all cases where charges or voluntary contributions are requested, parents will be advised in advance and money collected prior to the activity taking place.
- If costs cannot be met by contributions (with any approved subsidy/remissions costs) the activity will be cancelled.

## Work Experience

Work Experience In accordance with the Education Reform Act 1988, the school expects that the travel costs from home to place of work are met by parents when students are on work experience placements. A charge is also made in relation to health and safety checks for the placement.

## Remissions

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of some charges for board and lodging costs during residential school trips. Parents may be entitled to these remissions if they can prove that they are in receipt of one or more of the following benefits and have completed an application form (available online <https://www.wiltshire.gov.uk/article/1669/Free-school-meals>):

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)