



# Saint Ambrose College Charges and Remissions Policy

Approved by Governors Date	To be reviewed

## **1. Aims**

The aims of this Charging and Remissions Policy are to:

- Have clear processes in place for charging and remissions
- Clearly set out the types of activities that can be charged for and when charges will be made
- Identify the circumstances under which voluntary contributions will be requested from parents

## **2. Policy statement and legal position**

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The Governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the College and as additional optional activities.

Under the terms of the Education Act 1996, the College must have a policy on charging students to participate in school activities. By law, school governing bodies, subject to the limitations provided in this document, cannot charge for education provided during school hours. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead.

## **3. Activities for which charges are not made**

- Admission to St Ambrose College
- Activities that take place during school hours. These activities include:
  - All aspects of the national curriculum
  - Anything required as part of the specification for a prescribed public examination that the students is being prepared for at the College, or part of religious education;
  - Examination entry fees for public examinations for which registered students are being prepared for at the College
  - Provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for. However, parents may be asked to contribute voluntarily towards the costs of materials or ingredients where the finished product will be owned by the student.
  - Non-residential school trips and visits that take place substantially (50% or more) during school hours. A contribution towards costs will be requested but parents are under no obligation to contribute.

## **4. Costs to be met directly by parents**

The costs of travelling to and from home when students are on work experience are met by parents / carers.

## 5. Voluntary Contributions

### Trips & Activities

Where charges are not made but where contributions need to be requested to ensure the financial viability of a trip or activity the information sent to parents will clearly state that the contribution is voluntary and that the trip or event may not take place if insufficient contributions are received. It is, however, important to note that no child will be excluded from an activity simply because his parents/carers are unwilling or unable to pay.

### St Ambrose College Charity

Contributions to the St Ambrose College Charity are requested from parents each year. These contributions are purely voluntary. The charity makes regular grants to the College for the furtherance of the education of all boys at the College. These grants are used to fund educational or spiritual activities in school, to make capital improvements or to provide additional equipment to the College.

## 6. Activities for which charges are made

- **Residential school trips**

The board and lodging element on school trips will always be charged for. This is irrespective of whether the trip has occurred within school hours or not, or whether the trip has taken place to fulfil the requirements of the national curriculum or as part of a prescribed syllabus. Additionally, if more than half of the trip takes place outside school hours; the remaining costs will be charged for in full.

- **Musical instrument tuition**

These form a private arrangement between the student and the peripatetic tutor and fees are payable directly to the tutor.

- **Musical instrument hire**

College will charge a fee for the loan of any musical instrument. This charge is to cover the cost of servicing and maintain the equipment after it has been used.

- **Public Examinations**

Normal costs associated with a public examination that a student is being prepared for at the College will be borne by the College. This includes any charges for re-marks or re-sits where the College has requested that these take place.

However, if a student, parent or carer requests a re-mark, to re-sit an examination or to obtain a copy of an exam script a charge will be made to cover the relevant fee levied by the examination body. The College also reserves the right to charge a small administration fee for each request made.

Similarly a charge will be made to sit any examination for which the student has not been prepared for at the College. The charge will include the fee levied by the examination board plus any additional invigilation and administration costs incurred as a result by the College.

- **Photocopying and printing**

All printing and copying costs associated with the provision of the National Curriculum are paid for by the College. Students receive an annual allowance for printing / copying and can purchase additional credits from IT if required. Voluntary contributions may be requested from parents for the provision of specialist resources on occasions.

- **Damages**

A replacement or repair charge will be levied in respect of wilful damage to, neglect of or loss of school property including premises, furniture, equipment, books or materials.

- **Optional extras**

These are activities or trips that take place beyond the school day or as part of an extra-curricular activity. Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges. Parental agreement is therefore a prerequisite for the provision of an optional extra where charges will be made, such as specialist sports coaching, a theatre trip, a ski trip, or similar.

## **7. DBS**

College will arrange a DBS check for those who are not employed by school, but will reserve the right to charge the individual. For example, school will arrange a check for a peripatetic music teacher but a fee will be charged, as the DBS is owned by the individual and can be used at any other school or organisation.

## **8. Remission of Charges**

If a residential activity takes place largely during school time, no charge will be made for pupils eligible for free school meals and reference to the free school meals lists will be made to validate claims. Further assistance may be available to parents who are in receipt of other means tested benefits and the College will follow the latest DfE guidance on eligible benefits.

For pupils in receipt of pupil premium there may be a remission of charges for other chargeable activities (except damages) listed above. This is determined by the schools Pupil Premium objectives and the 16-19 Bursary Policy.

## **9. Calculating Charges**

When charges are made for any activity they will be based on the actual costs incurred, divided by the total number of students participating. There is no levy on those who can pay to support those who can't. The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents. Support for hardship is considered on a case by case basis.

## **10. Administration charge**

College is charged a fee by Parentmail for every transaction and also invests a considerable amount of time in processing trip payments and refunds. Therefore, College may charge an admin fee of £5 for some extra-curricular trips which are not related to the curriculum, or which may result in a refund.

## **11. Refunds**

The College aims to operate all chargeable activities at nil cost to ensure that resources are prioritised on teaching and learning for students. The College encourages parents to make a voluntary contribution to the College Fund if an activity makes an unexpected surplus of £20 or more per student.

Parents will be notified of any unexpected surpluses in excess of £20 and may request a refund within 20 days of being notified. If parents do not respond within 20 days it will be deemed that they have consented for the surplus to be donated to the College Fund.