

Approved:	September 2023
Review Date:	August 2025

# POLICY DOCUMENT

## Charging Policy

ST JOHN BOSCO CATHOLIC ACADEMY



## 1 Charging Policy

### Purpose

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their 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 minimize the financial barriers which may prevent some students taking full advantage of the opportunities.

The Board of Directors **cannot charge** for:

- an admission application to any maintained school
- education provided during school hours (including supply of any materials, books, instruments, or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school. or part of religious education.
- tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy.
- entry for a prescribed public examination, if the student has been prepared for it at the academy; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy.

However, the Board of Directors **will charge for 'Optional Extras'**:

- education provided outside of academy time that is not
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the academy
  - c) part of religious education
- examination entry fees(s) if the student has not been prepared for the examinations at the academy
- transport that is not required to take the student to academy or to other premises where the Board of Directors have arranged for the student to be provided with education: and
- board and lodging for a student on a residential visit.

When calculating the cost of 'Optional Extras' and amount may be included in relation to;

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra ie, supply staff

Any charge made in respect of individual students **must not** exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Furthermore, in cases where a small proportion of the activity takes place during academy hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from academy accompanying students on a residential visit.

**Participation in any optional extra activity will be on the basis of parental choice and willingness to meet charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.**

#### Voluntary Contributions

- If the activity cannot be funded without voluntary contributions, the Board of Directors or Principal should make this clear to parents at the outset
- The Board of Directors or Principal must also make it clear to parents that there is no obligation to make any contribution.
- No student should be excluded from an activity simply because his or her parents are unwilling or unable to pay.
- If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled.
- The academy will make it clear from the outset what its policy for allocating places on academy visits will be.

#### Accepted Benefits for Financial Support

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Act prohibits us from charging directly for the cost of visits which take place during academy time. Since funds to cover these activities are limited we can either abandon all such visits or continue them with parents making voluntary contributions to cover the costs.

Board of Directors adopted the following policy on charges for academy activities across the MAC:

1. In order that educational visits and residential activities continue and be properly funded and staffed, they should all be regarded as 'voluntary' activities for which parents would make a voluntary contribution. In this way the viability of a particular activity may be assessed at an early stage.
2. Full remission of charges for those qualifying be made from alternative sources of funding - notably Academy Fund.
3. The academy act as 'agent for tour companies, for appropriate and approved activities e.g. ski trips.
4. Responsibility for deciding on the suitability of any visits or residential activities and for the granting of any required leave of absence be delegated to the Principal, subject to the Board of Directors, through the chairman, being kept fully informed on such matters.
5. Regarding public examinations, parents be fully liable for any fees incurred through:
  - i) Late withdrawal of any entry
  - ii) Non-attendance at an examination unless good reason (e.g. Doctor's note) be given.

- iii) Serious misconduct in an examination leading to exclusion.
  - iv) A re-sit examination supported by the SL or Principal where they are no longer being prepared for this.
- 6. For particular curriculum activities parents may be required to provide equipment or materials for that activity to take place within the rules of the academy. Examples would include:
  - i) Suitable footwear for activities: e.g. in craft Workshops and for sporting activities (football/ hockey boots)
  - ii) Materials for Craft and Food Technology activities where the parents have agreed in advance to own the finished product.
- 7. For vandalism of academy property or equipment or for loss of books or equipment, a charge to be made to parents at a level to be negotiated by the Headmaster.
- 8. This policy to be reviewed and amended as necessary.

## 2 Educational Visits & Residentials

The Education Reform Act prohibits us from charging directly for the costs of visits which take place in academy time. Since funds to cover such proposed activities are limited, we can either abandon all such visits or continue them with Parents making voluntary contributions to cover the costs. We consider that the visits we offer are of great benefit educationally and propose to attempt to continue with them as described.

Accordingly, when a visit is proposed, it will be assumed that everyone who expresses an interest to go is prepared to make a voluntary contribution of the full amount as soon as it is evident that the level of support will make the visit viable. This collection of donations will usually take place as soon as we know there is sufficient support. If, in the event, not all donations are forthcoming we reserve the right to cancel the visit since we are forbidden to differentiate between those who make a donation and those who do not. Those parents who are in receipt of a benefit will be exempt from paying the cost of board and lodging

### Principal circumstances in which charging is permissible under the act

1. Board and lodging on residential visits the charge may not exceed the actual cost.
2. Charges for teaching either an individual student or groups of an appropriate size to play a musical instrument or to sing and is provided at the request of the parent. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.
3. Activities which take place wholly or mainly outside academy hours. However, a charge can only be made for the activity if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination is being prepared for at the academy and not part of religious education.
4. The cost of entering a student for a public examination not prescribed in regulations, and for preparing the student for such an examination outside academy hours.
5. Re-sits of prescribed public examinations where no further preparation has been provided by the academy.
6. Any books, materials, instruments or equipment where the child's parent wished him to own them.

7. Transport

8. Extended day services offered to pupils

9. Any costs linked to optional extras which may include books, materials, cost of buildings, non-teaching staff, teaching staff (outside of contracted hours).

Action by Directors

1. Board of Directors will need to determine their own charging and remissions policies which may be more or less generous than the policies of the LA provided that they meet the requirements of the law.

2. For each of the areas of charging and remissions, the policy should detail the responses in each case.

Action by Principal

1. When evidence of receipt of benefits is received a standard reduction of 20% is offered, if the parent is in a position to voluntarily contribute to the activity.

2. If a parent is unable to contribute but is not in receipt of a recognised benefit a contribution of any amount should be requested.

3. Once a parent has been approached with an offer and it is established a contribution cannot be made, then the Group Leader and Business Director should be notified to make alternative financing arrangements.

4. Before a decision can be made a request should be made in writing showing evidence of hardship and support agreed by the relevant Principal.

**ANNEX 1**

Activity	Direct Charge Permissible	Charge on a voluntary basis only	Remission arrangements
1. Residential - outside academy hours and not part of curriculum optional	1. Board and Lodging (Actual Cost only) for non-FSM/PP students 2. Cancellation Charges (Actual) 3. Travel 4. Insurance 5. Essential Clothing 6. Expenses of employees, supply staff	1. Subsidy to cover any other expenses.	1. LA - None 2. Directors - to assess individual cases determine and fund if agreed 3. No student to be excluded from activity other sources of funds to be accessed.
2. Residential - mainly during academy hours and part of curriculum  Those inside/outside school/college hours required by NC or syllabus of prescribed public exams	1. Board and Lodging (Actual Cost only) for non-FSM/PP students 2. Cancellation Charges (Actual)	1. Transport 2. Admissions to Place of Interest 3. Expenses of Employees 4. Subsidy to cover any other costs	1. Directors must remit to families unable to pay
3. Residential arranged by Body other than LA or Board of Directors where leave of absence granted  Independent tour company	As for Residentials – Outside School Hours and Not Part of Curriculum		
4. Boarding Education	1. Board and Lodging	1. Where Boarding is a result of Statement of Special Educational Needs under 1981 Act 2. Where student is placed in Boarding by LA	1. Remission on income related scale as determined by LA from time to time

5. Individual Music Tuition either during or outside academy hours and not part of the curriculum	<ol style="list-style-type: none"> <li>1. Tuition Fees</li> <li>2. Sheet Music</li> <li>3. Insurance on Instrument</li> <li>4. Negligence/Abuse of Instrument</li> <li>5. Travel Costs of Students</li> </ol>		1. Travel Costs for students in exceptional Circumstances.
6. Group Musical Activities either during or outside academy hours and not part of the curriculum.	<ol style="list-style-type: none"> <li>1. Personal Sheet Music</li> <li>2. Travel Costs</li> <li>3. Contribution to expenses of adults engaged to assist with activity</li> </ol>	<ol style="list-style-type: none"> <li>1. Sheet Music for Orchestra/Band</li> </ol>	2. Travel Costs for students in exceptional Circumstances.
7. Academy activities wholly or mainly outside academy hours – optional extras e.g. lunchtime clubs, theatre visits, sports events, language classes. optional	<ol style="list-style-type: none"> <li>1. Membership Subscription</li> <li>2. Travel Costs</li> <li>3. Materials</li> <li>4. Expenses of Staff engaged on separate Contract</li> </ol>	All Other	1. Directors – to assess individual cases and fund if agreed Language Classes – Wholly funded by LA
8. Non-residential academy Activities wholly or mainly during academy hours – organised by LA or Governing Body Cannot charge	<ol style="list-style-type: none"> <li>1. None</li> </ol>	<ol style="list-style-type: none"> <li>1. Transport costs</li> <li>2. Admission charges</li> <li>3. Expenses of accompanying adults on separate contract.</li> </ol>	<ol style="list-style-type: none"> <li>1. Directors must remit to families unable to pay</li> <li>2. No student to be prevented from participating for financial reasons.</li> </ol>
9. Non-residential activities organised by third party i.e.: not LA or representatives for which students have been given holiday leave of absence – defined as optional extra  Optional Activity	<ol style="list-style-type: none"> <li>1. Transport for students.</li> <li>2. Admission charges</li> <li>3. Materials, books, equipment.</li> <li>4. Insurance (Personal Accident)</li> <li>5. Teaching and non-teaching staff costs if on separate contract</li> </ol>		1. Directors – to assess individual cases and fund if agreed

10. Public Examinations	<ol style="list-style-type: none"> <li>1. Scrutiny of results</li> <li>2. Prescribed wasted entry</li> <li>3. Any non-prescribed examinations</li> <li>4. Resit for which school has not provided tuition.</li> <li>5. Re-sit for which tuition took place outside of school hours</li> </ol>	<ol style="list-style-type: none"> <li>1. Any non-prescribed examination</li> </ol>	<ol style="list-style-type: none"> <li>1. LA to remit music exam fees for students in receipt of family credit or income support.</li> <li>2. School to define wasted exam entry and resit requirement.</li> </ol>
11. Curriculum Activities eg: DT, PE	<ol style="list-style-type: none"> <li>1. Parents to provide appropriate clothing e.g.: cookery apron, football boots</li> <li>2. Loss or damage of school equipment e.g.: text books, vandalism against stated school policy.</li> <li>3. DT materials – where parents have agreed in advance to own the finished product.</li> </ol>	<ol style="list-style-type: none"> <li>1. Any materials, books, equipment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Directors must remit families unable to pay Schools to define period of advanced notice</li> <li>2. Required for provision of materials to be retained.</li> <li>3. Withhold items if prior arrangements not made or charges not paid.</li> </ol>
13. Leavers Dinner and Prom	<ol style="list-style-type: none"> <li>1. Meal and entertainment</li> </ol>		<ol style="list-style-type: none"> <li>1. None</li> </ol>
12. Stationery	<ol style="list-style-type: none"> <li>1. Where a parent wishes a student to own these items.</li> </ol>	<ol style="list-style-type: none"> <li>1. Any equipment required for preparation for the school day</li> </ol>	<ol style="list-style-type: none"> <li>1. Directors must remit families unable to pay</li> </ol>
13. . Charitable items, donations eg, raffles, collections etc	<ol style="list-style-type: none"> <li>1. Full cost to all who participate</li> </ol>		<ol style="list-style-type: none"> <li>1. None</li> </ol>