



## **ST MARY'S COLLEGE**

### **CHARGING POLICY 2014-15**

**APPROVED BY THE FINANCE AND PERSONNEL COMMITTEE  
SEPTEMBER 2014**

#### **The Mission of St. Mary's College**

“Love God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as yourself” (Mk 12:30-31)

St. Mary's RC Sports College exists to help parents and carers to educate young people spiritually, morally, physically and academically as well as possible.

We aim to be a truly Christian community, where our relationships are built on encouragement, concern, respect, forgiveness and reconciliation.

Our religious life is rooted in the faith, practice and moral teaching of the Roman Catholic Church.

Each person in our community is specially valued and has an important part to play in making sure that we live out our mission.

# ST MARY'S COLLEGE SPORTS COLLEGE

## CHARGING POLICY

### Introduction

1. The school charging policy follows Sections 449 – 462 of the **Education Act 1996** which sets out the law on charging for school activities in schools maintained by local education authorities in England. More detailed guidance can be found within the publication *A Guide to the Law for School Governors*.

The governing body may not charge for anything unless they have approved a statement of general policy on charging, and a remission policy, and these are covered in this policy. The charging policy covers activities that may or may not be charged for when activities take place either during or outside of school hours, including residential activities. The policy also covers voluntary contributions, and details the charges for school uniform and music tuition. The remissions policy sets out those circumstances in which charges will be remitted in whole or in part, and this is covered, if applicable, under the category of charge.

### Principles of Charging.

2. Education wholly or mainly during school hours

Where education is provided wholly, or mainly, during school hours it must be provided free, (Section 106 of the Act). This includes materials, equipment, and transport provided in school hours to carry pupils between the school and an activity. "School hours" are those when the school is actually in session and do not include the break in the middle of the school day. (Equipment does not include school uniform which parents are required to provide.)

Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product.

3. Education outside of school hours

Parents can be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education. The Education Act describes activities that can be charged for as "optional extras". It is up to the governing body to decide whether to make a charge to parents for these activities, and to decide if the delegated school budget should be used to subsidise an activity, in whole or in part.

### Voluntary Contributions

4. Voluntary contributions may be requested for any of the school's activities, including those that take place during school hours. The school will make it clear that there is no obligation to make a contribution and that a pupil whose parents do not make a contribution will not be treated differently on this account. This requirement will be covered in a letter to parents requesting a contribution. The letter may state that the

visit or activity will only be able to take place if sufficient funds are raised through voluntary contributions to meet the associated costs.

### **School Activities during the school day that may incur a charge**

5. The school provide a small number of school trips that take place during the school day for enrichment purposes, that are not essential to the curriculum and these fall outside the scope of voluntary contributions. Students are offered the opportunity to take part in these trips subject to a charge to cover the cost of the activity, and some trips provide a rebate of part or all of the cost subject to students' attendance and behaviour.

The school provides all students in Years 7 to 11 with the opportunity to take part in an annual school trip, and the trip varies for different year groups. Students with good attendance and good behaviour receive a rebate on the cost of the trip, whilst all other students are required to pay for the trip in order to take part. Students not taking part in the trip remain in school.

The school provide a limited number of residential trips that take place during predominantly school time that also fall outside of 'voluntary contributions', paragraph 4, as they are enrichment activities and not part of the curriculum. This includes, for example, the annual trip to Lourdes and to New York. Students may request financial support and this will be reviewed taking in to account the personal circumstances and school resources, but the school is unable to provide these trips on the basis of 'voluntary contributions'.

### **Materials and Textbooks**

6. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients or essential ingredients are provided by the school. However the school may charge for ingredients provided which the pupil is expected to provide. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

### **Musical Instrument Tuition**

7. The **Charges for Music Tuition (England) Regulations 2006** permit charges to be levied in schools during school hours for tuition in singing or in playing a musical instrument for an individual pupil or group of two or more if it is requested by the pupils' parents. A charge is not permitted with respect to children who are looked after by a local authority. Nor is a charge permitted where such tuition is part of the National Curriculum or if it is provided to pupils in Key Stage 2 under the DCSF policy *Instrumental and Vocal Tuition*.
8. The school will charge for teaching an individual student or groups of up to four to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the student. Charges for music tuition are collected through monthly contributions of the annual amount due through the school's online payment system, Parent Pay. If payments are not received by the due date music tuition will cease. Parents are sent a letter which

clearly explains the tuition fees and charging arrangements.

9. The annual charges for pupils taking music tuition are reviewed annually. There is a lower charge for pupils having tuition in more than one instrument and for siblings both taking music tuition. There is no annual charge for music tuition for children in receipt of free school meals.

The charges for 2014-15 are as follows:

Single Instrument	£ 265
Two instruments / Sibling	£250
Free School Meal student	Free

### **Optional Extras.**

10. Education outside school hours which does not fall into any of the 'no charge' categories may be charged for. These are defined in S109 as optional extras, and parents must agree to their child participating and be willing to meet any charge, and typical examples are a ski trip, or foreign exchange visit. Any charge made cannot exceed the cost of the provision for each pupil, and this cost will include transport, board and lodgings, materials and equipment and the appropriate proportion of teaching and non teaching costs for staff required to provide the activity. Staff costs for supervising optional extra activities will be covered by a simple letter or email confirming the agreement of the member of staff to take part in the activity, in return for board and lodgings and free travel.

### **Transport to Work Experience**

11. Parents will be expected to provide and pay for transport for work experience, unless a student has a statement of special educational needs that refers specifically to the provision of transport. Transport provided by the school to take part in work experience will be provided free.

### **Residential Visits**

12. Special rules apply for residential activities in order to classify a trip as either being within school time, in which case the activity falls into the "no charge" category, or "outside school hours" in which case it comes under the "optional extras" charging provision. If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving benefits which entitle them to receive Free School Meals.

The charging policy will therefore be that:

- 1) the full actual costs of board and lodging may be charged to a parent and
- 2) the costs of board and lodging must be fully remitted, (not charged), for pupils in receipt of Free School Meals.

A similar entitlement applies where the trip takes place outside of school hours but is a necessary part of the National Curriculum or the syllabus for religious education.

When the school informs parents about a forthcoming educational trip it will be made clear that parents who can prove that their child is eligible for free school meals will be exempt from paying the cost of board and lodging.

The exceptions to paragraph 11 are for those residential trips that fall under paragraph 5, where charges will be made to all students not receiving discretionary financial support.

### **Activities not run by the School**

13. When a non-school organisation arranges an activity during school hours, the organisation may charge parents. Parents must apply in advance for approval for students to be absent from school and only take part in such activities if permission has been granted for the student absence.

### **Public Examinations**

13. No charge will be made for entering students for public examinations for which they have been prepared by the school. The school will charge an examination entry fee if an examination is not on the set list, or the pupil was not prepared for the set list examination at the school, or a student fails without good reason to complete the requirements of a public examination.

No charge will be made for preparing a student for an examination, unless the tuition takes place outside school hours for an examination that is not set out in regulations.

### **Breakages and Fines**

- 14 No charge will normally be made for broken windows and damages to school property or lost library books but parents may be asked to pay for damages or lost school equipment and books if they result from pupils' misbehaviour.

### **Recovery of Charges**

15. Any sums payable by parents for wasted examination fees, optional extras, school uniform, transport, school visits and any other charge for services or goods received for which the parent agreed to pay, are recoverable as a civil debt, should the decision be made to pursue the outstanding debt.

### **Private Telephone Calls by school staff.**

16. The school policy is not to allow private telephone calls.

### **Photocopying Charges for Staff**

17. The school reserve the right to charge staff for the cost of private photocopying and staff must contact the reprographics manager to arrange payment for any significant amount of private photocopying.

### **School Uniform Charges**

18. The school sells a range of school uniform which can be ordered by pupils during the year. The policy is that the selling price will cover the cost of supply of the uniform to the school and the administration costs involved in providing school uniform. The current charges from September 2014 and instructions on ordering school uniform are found on the school's internet [www.stmaryscollegehull.co.uk](http://www.stmaryscollegehull.co.uk) under School Uniform Shop.

Date of last review: September 2014