



## NOTRE DAME HIGH SCHOOL

### CHARGING AND REMISSIONS POLICY

This policy needs to be read and reviewed in conjunction with the Pay Policy, Reasonable Adjustment Policy and Equality Duty.

The principle of free education for all is central to the 1944 Education Act; however, it is recognised that, whilst wishing to provide additional and enriching experiences for all pupils, the funding available is not always sufficient to do so without asking for contributions from those able to make them.

The criterion governing any contribution/charge will be that no profit shall be made. At all times we will endeavour to ensure that a student's educational experience is not diminished by financial hardship. In line with the requirements of the Education Reform Act of 1988, and the Charging for School Activities 2009 legislation, it is our policy that:

- 1.1. No charge will be made for an admission application to the school.
- 1.2. No charge will be made for examination entries except where:
  - 1.2.1. The school has not prepared students for the examination in the year for which the entry is made or where the student is repeating an examination at their own discretion.
  - 1.2.2. A student has failed for no good reason, to complete the requirements of the examination or to attend for it.
- 1.3. No charge will be made for books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school except where parents have indicated in advance their wish to purchase the product.
- 1.4. A charge will be made for voluntary musical tuition, i.e. musical tuition which is requested by parents/carers and is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s). Those in receipt of Free School Meals will not be charged for music tuition.
- 1.5. A charge will be made for board and lodging costs on residential visits. The school will draw parents' attention to the categories that may entitle them to statutory remission. This presently includes those students whose parents can prove they are in receipt of any of the following:

Income Support

Income based Jobseeker's Allowance



Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,575

Guaranteed State Pension Credit

An income related employment and support allowance that was introduced on 27 October 2008

- 1.6. A charge will be made for activities wholly or mainly outside school hours, which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. Such activities are known as optional extras.
- 1.7. Requests for voluntary contributions from parents will be made for school activities, in or out of school time, for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding. The school will ensure that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.
- 1.8. Payment from parents will be sought for damage to, or loss of, school property caused wilfully or neglectfully by the children.
- 1.9. It will be left to the Headteacher to decide the proportion of costs of an activity which should be charged to school (public) or non-public funds.
- 1.10. Any individual case arising from the implementation of this policy will be delegated to the Chair of Governors and the Headteacher for determination.

**Review Date:** October 2016

**Next review:** October 2017

**Review Mechanism:** Governors Curriculum and Welfare Committee