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THE CARDINAL VAUGHAN MEMORIAL SCHOOL

Amare et Servire

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CHARGING AND REMISSIONS POLICY

All policies are updated regularly in accordance with statutory guidance.

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

The Local Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Local Governing Body aims to promote and provide such experiences for the pupils of the School, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and co-curricular activities.

Policy Statement

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

Where 'parent' is referred to, this will include adults with a responsibility for the pupil.

Charges

No charge can be made in respect of admission to a maintained school.

Where the education is provided for the pupil during school hours no charge shall be made in respect of it.

Regulations may prescribe circumstances in which the above section does not apply in relation to tuition in singing or playing a musical instrument.

Where the education is provided for the pupil outside school hours, no charge shall be made in respect of it if it is required as part of a syllabus for a prescribed public examination whose syllabus for which the pupil is being prepared by the School.

The Local Governing Body reserves the right to make a charge for the activities and items detailed below:

- Residential visits in school hours – the board and lodging element of approved residential activities deemed to take place within school hours
- Materials, ingredients or equipment used if the pupil will take the resulting product home
- Some trips which are part of the school curriculum
- After school and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils
- School dinners, if not entitled to free school meals under the current legislation
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is as a result of a pupil's behaviour

The Local Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Local Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Voluntary Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity, it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the pupil will not be excluded from the activity.

Parents will have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

If sufficient contributions are not received, the activity may be cancelled.

Parents will be advised of this when the voluntary contribution is requested.

Remissions

Where parents are in receipt of

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

upon request the Local Governing Body will observe its statutory requirement to support an application towards the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Local Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher who, if unable to assist from the delegated funding available may approach the Directors of the Trust or the Trustees of The Saint John Southworth Foundation for additional assistance.

THE SAINT JOHN SOUTHWORTH FOUNDATION

The Saint John Southworth Foundation is a registered charity and assists us in supporting our educational and charitable purposes, for example, by providing grants to individuals. The Saint John Southworth Foundation has two main grant schemes:

THE SUPPORT FUND: Grants for individuals facing financial difficulties to fund essential costs in support of their schooling, afterschool activities, school journeys or co-curricular educational provision.

THE EXCELLENCE FUND: Grants for individuals or groups to access opportunities to improve and/or enhance their skill or talent or to extend their learning in a specific educational discipline (e.g. attending a summer course or masterclass).

The Trustees may in exceptional circumstances award grants outside these two main grant schemes.

Further details on these schemes and the application process may be obtained in strict confidence from the Bursar.