

ST. IGNATIUS COLLEGE
'Men and women for others'



Charging and Remissions Policy

(Statutory)

Governors Finance Committee

Reviewed 3 Yearly

Next Review July 2018

The Governing Body of St Ignatius College recognises the valuable contribution that the provision of a wide range of enrichment and extension activities can play in providing a broad, balanced and fulfilling educational experience for our pupils. To achieve this, our curriculum offer is vibrant and innovative with activities that are carefully planned to enhance pupils' learning. Activities include clubs, trips, visits, work experience placements and experiences in environments that are outside of our pupils' everyday experiences.

This document sets out the charging structure for such activities.

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1. Preliminary

Education should be free of charge if it takes place wholly or mainly within normal school hours, however, the College's policy is to make, or permit to be made, charges for the activities as defined in this document. Where the College is providing such activities a charge may be levied (unless remitted in accordance with the College's Remissions Policy below). This document has been prepared with reference to the Guidelines for School Trips published by Enfield Local Authority.

2. Prohibited Charges

St Ignatius College does not charge for the following:

- 2.1 Admission to the College
- 2.2 Access to the national curriculum
- 2.3 Public examinations

Anything required as part of the syllabus for a prescribed public examination, such as GCSE, AS and A2 level. Examination entry fees, in the case of public examinations for which registered students are being prepared at the College, subject to the provisions of Section 3.6 below.

- 2.4 Religious education
- 2.5 Equipment

The provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for, subject to the provisions of Sections 3.3, 3.4, 3.6, 3.8 and 3.9 below.

2.6 Non-residential College trips

Non-residential College trips and visits that take place substantially (50% or more) within College hours. The College may request a contribution towards the costs, but it will be made clear to parents/carers that they are under no obligation to contribute. No student will be excluded from such a trip because his parents/carers have not contributed. The College may inform parents/carers that if a particular trip is dependent on voluntary funding and insufficient funds are raised, the trip may have to be cancelled or the College may have to find the shortfall from its own resources.

3. Permissible Charges

It is College policy that any charges reflect the actual cost to the College and no profits are made unless stated, for a charitable cause. The College may charge for the following:

3.1 Individual music tuition within school hours

The Education and Inspections Act 2006 allows the College to make a charge for teaching, either an individual student or group of any appropriate size, except where it is provided to fulfil the requirements for a syllabus for a prescribed public

examination or the requirements of the National Curriculum. The charge will include the cost of the teacher providing the tuition, the cost of sheet music and if applicable, the hire and insurance of a musical instrument. When charges are to be levied, parents/carers will be asked to indicate their written agreement in advance of the provision of the tuition. In addition the College may provide facilities for the tuition by peripatetic music teachers in the playing of any musical instrument. In these circumstances payment for the tuition should be made by the parents/carers directly to the teacher providing the tuition, as notified by the College.

3.2 School trips and residential visits

Where a College activity involves students in nights away from home, the College may make a charge for board and lodging in all cases, whether or not the residential trip is deemed to have taken place in College hours (subject to the College's Remissions Policy). The charge will not exceed the actual cost of providing the board and lodging for each student concerned. Where a trip is deemed to take place outside school hours and is not required for the purposes of a prescribed public examination, charges may also be levied for transport. In such circumstances, the charge will not exceed the actual cost of providing the transport for each student concerned.

3.3 Transport

In general, the cost of any transport provided by the College within school hours for activities not deemed as essential parts of the National Curriculum, or as part of the syllabus for a prescribed public examination, will have to be met from voluntary contributions. If insufficient voluntary contributions are received, the activity may not go ahead, however, where a student makes use of transport not provided by the College to travel directly from home to an activity sanctioned, though not provided by the College, parents/carers will be expected to meet the costs of such travel. An example of this is travel direct from home to a work experience placement.

3.4 Charging for 'finished products'

Where parents/carers indicate in advance a desire to own a finished product made by pupils, a charge may be levied to cover the costs or ingredients or materials. This will apply in subjects including, though not limited to Art, Design & Technology and Food Technology.

3.5 Optional extras

An optional extra, as defined in Section 455 of the Education Act 1996 (as amended) is an activity, which takes place outside school hours. Participation in such activities is dependent on parental/carer choice. A charge, including board and lodging where relevant, may be made, but the charge will not exceed the actual cost or provision and cannot include an element of subsidy for other students wishing to participate, but whose parents/carers are unwilling, or unable, to make a contribution. Prior written agreement will be obtained from the parents/carers of students involved in an optional extra for which a charge is to be made. There is a wide range of activities, which the school may wish to arrange as optional extras. The majority of these extras are activities, which will have to be self-supporting. Items which can be included in the charge to be made to parents/carers include, but are not limited to:

- (a) a student's travel costs
- (b) a student's board and lodging costs
- (c) materials, books, instruments and other equipment

- (d) non-teaching staff costs
- (e) entrance fees to museums, castles, theatres etc.
- (f) insurance costs

The cost of engaging a teacher on a contract for services, as distinct from a contract of employment, in order to provide the chargeable activity may also be included.

3.6 Public examinations

The College fully expects to pass on to parents/carers the following charges or costs:

- Where a candidate is entered late or his entry is amended, unless the College is at fault, the charges made by the examination board for this service, plus an administration cost;
- where a candidate wishes to re-take an examination, the charges made by the examination board, plus the cost of the invigilator or part cost of the invigilator if more than one student is re-taking the exam, plus an administration cost;
- where a parent asks for an examination result to be re-scrutinised, even though the school feels the mark given is fair, the charges made by the examining board for this service, plus an administration cost;
- where the College agrees to enter a student for a prescribed public examination for which he has not been prepared by the school, the cost of entering the student for the examination, plus an administration cost;
- where a student, with parental/carer agreement, is entered for a public examination which is not prescribed by the Secretary of State and which is not on the approved list for payment of fees, the cost of entering the student for the examination, plus an administration cost and
- where a student fails, without good reason, to complete the examination requirements for any public examination for which the College has paid, or is liable to pay, a fee, the amount of the fee. This includes, but is not limited to, situations where the student fails to complete the necessary coursework or fails to sit the final examination, but excludes justifiable or unavoidable absence, e.g. illness supported by a medical certificate.

3.7 Clothing

Although no charge will be made for equipment used in connection with education provided during school hours as set out in Section A(5) above, the Education Act 1996 (as amended) specifically excludes clothing from this definition. Parents/carers may be asked, therefore, to provide their children with appropriate items, such as uniform, games kit and football boots.

3.8 Breakages and fines

If a student is responsible for damage to property or equipment, or for the defacement or loss of a book, the parent/carer may be asked to pay the full cost of any repairs or replacement. To facilitate the recovery of such monies after a student has left the

College, a deposit may be requested which, if all textbooks and library books which have been lent out have been returned, will be refunded in full. Parents/carers in hardship may be given a waiver on this deposit.

3.9 Purchasing own texts

In certain situations it may be suggested that students purchase their own copies of texts and books which for example they can annotate for their own use (in the case of literary texts) or leave at home (in the case of homework books). In such situations the College may assist in cases of hardship and/or will provide copies of certain books for general use in the Library.

4. General

In accordance with Section 460 of the Education Act 1996 (as amended), nothing in:

- (a) The Education Act 1996 (as amended) or
- (b) this Policy Document or
- (c) the Enfield Local Authority Guidelines

shall prevent the College from inviting parents/carers to make voluntary contributions towards the costs of providing activities both within and outside school hours, provided that such contributions are genuinely voluntary and that any request for contributions makes it explicitly clear that:

- (i) there is no obligation to contribute and
- (ii) under no circumstances will students be treated differently according to whether or not their parents/carers make such contribution.

5. Policy In Respect of Remission of Charges for School Activities

5.1 Preliminary

This Policy has been prepared in accordance with the provisions of Section 457 of the Education Act 1996 (as amended) and sets out the circumstances in which the College's Governing Body proposes to meet any charge payable either:

- (a) for an optional extra or
- (b) board and lodging provided for a registered student at the College.

This document has been prepared with reference to the Guidelines for School Trips published by Enfield Local Authority.

5.2 Policy

Remission of charges for Looked after Children or parents/carers in receipt of either:

- (a) Income Support;
- (b) Income Based Jobseekers Allowance;
- (c) support under part VI of the Immigration and Asylum Act 1999;
- (d) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2014/15);
- (e) the guarantee element of State Pension Credit;

(f) an income related employment and support allowance that was introduced on 27 October 2008.

will be made for the following activities:

the full cost of board and lodging for residential visits in College time and or

the full cost of board and lodging for residential visits outside College time, where the education provided on such a residential visit is:

(a) to fulfil the requirements specified in the syllabus for a prescribed public examination for which the student is being prepared at the College or

(b) in pursuance of a duty imposed by Section 357(1) of the School Standards and Framework Act 1998 to implement the National Curriculum or

(c) in pursuance of a duty imposed by Section 69 of the School Standards and Framework Act 1998, in order to secure the due provision of religious education.

5.3 The costs associated with individual tuition of the playing of a musical instrument, when this is provided by the College.

5.4 When individual music tuition is provided in College time as part of the syllabus for a prescribed public examination, or is required by the National Curriculum, the costs of such individual music tuition.

5.5 Where the Governing Body has decided that there are educational reasons for not entering a student for a prescribed public examination, the full costs of entering that student for the examination, should he gain a pass grade in that examination.

5.6 Where students are requested to purchase their own copies of texts for annotation or homework purposes the school may provide financial assistance if requested and approved, but also will provide access to copies in the library.

6. Insurance

Any insurance costs will be included in charges made for trips or activities.

References

<http://www.legislation.gov.uk/ukpga/1996/56/section/457>

[http://www.search?q=Education+\(School+Sessions+and+Charges+and+Remissions+Policies\)+\(Information\)+\(England\)+Regulations+1999](http://www.search?q=Education+(School+Sessions+and+Charges+and+Remissions+Policies)+(Information)+(England)+Regulations+1999)

<http://www.legislation.gov.uk/uksi/2011/730/made>

<https://www.gov.uk/government/publications/charging-for-school-activities>

<http://www.enlightenedhr.com>