



Archdiocese of
Birmingham

All Saints Catholic Collegiate

Charging and Remissions Policy



POLICY This policy has been adopted on behalf of all five academies in the All Saints Catholic Collegiate (ASCC)

**St. Augustine's Catholic Academy
St. Gregory's Catholic Academy
St. Maria Goretti Catholic Academy
Our Lady's Catholic Academy
St. Thomas More Catholic Academy**

Approval and review

Committee to approve policy	Finance and Resources BOD
Date of Board / Academy Committee Approval	18/3/2015
Chair of Board / Academy committee	Andrew Capper
Signature	
Chair of Board / Academy Representatives	
Policy review period	12 months
Date of policy review	March 2015

MISSION STATEMENT

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Our Academy ensures that Christ is at the centre of all that we do and that every member of our community is known, loved and respected.

Through the Gospel Values of love, reconciliation, justice and peace we recognise everyone as a Child of God.

We work together so that our pupils are supported to serve others and achieve their full potential in a caring, safe and secure environment.

United in Faith, Love and Learning

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Version Control			
Version	Date Approved	Changes	Reason for Alterations
1	March 2014		
2	March 2015	Pg 5	Amendment re prohibition of charges

Charging and Remissions Policy

1. Aims and Objectives

The aim of this policy is to set out what charges will be levied for activities, external lettings and extended provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents and carers. Guidance is based on the Education Act 1996: Sections 449-462. The policy applies to All Saints Catholic Collegiate

Any exceptions and variations for the individual academies are listed in separate appendices at the back of this policy.

See appendix 8 for definitions of terms used.

2. Roles and Responsibilities

The Multi-Academy has defined the responsibilities of each person involved in the deployment and administration of this policy to avoid the duplication or omission of functions and to provide a framework of accountability for Directors and staff. All persons with delegated authority are expected to act in the best interests of the Academy and within the letter and spirit of the law.

2.1 The Board of Directors

The Board of Directors of the Academy are responsible for determining the content of the policy and the principal for implementation. Any determinations with respect to individual parents will be considered by the principal who will inform the chair of directors.

Definitions

Community Facilities – activities which the directors do not feel is of direct educational benefit to children at the Academy

Extended provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the academy

Remission – where a charge is not payable, either in full or in part

2.2 Academy Representatives

The AR's of each academy are responsible for monitoring performance against the policy and the agreement of the determination of local charges.

2.3 The Principal / Head teacher

The responsibility for determining the level of voluntary contribution is delegated to the principal. Income and expenditure relating to educational visits must be monitored on a termly basis.

3 Prohibition of Charges

The Board of Directors of the Collegiate recognise that the legislation prohibits charges for the following:

- education provided during academy hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a first sit prescribed public examination, if the pupil (to Y11) has been prepared for it at the Academy;
- education provided on any trip that takes place during Academy hours;
- education provided on any trip that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of the Academy's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential trip;
- transporting registered pupils to or from the Academy premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Board of Directors or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the Academy;
- transport provided in connection with an educational trip. However the Directors have agreed that voluntary contributions may be requested.

4 Charges to be levied as follows

1. board and lodging on residential visits (not to exceed the costs)
2. the proportionate costs for an individual child of activities wholly or mainly outside Academy hours ('optional extras') to meet the costs for:
 - a. travel
 - b. materials and equipment – including revision books used at home
 - c. non-teaching staff costs
 - d. entrance fees
 - e. insurance costs
3. individual or group tuition in the playing of a musical instrument. This will be determined locally per term / lesson
4. re-sits for public examinations where no further preparation has been provided by the Academy (cost per the exam board). This will be at the discretion of the Principal
5. costs of non-prescribed examinations where no further preparation has been provided by the Academy
6. costs of public examination entries where the student has been taken out of Academy for a family holiday despite the family knowing the exam period
7. any other education, transport or examination fee unless charges are specifically prohibited
8. breakages and replacements as a result of damages caused wilfully or negligently by pupils (including premises, furniture, , equipment, books or materials). There will be a set charge of £50 for any malicious tampering with the fire alarm.
9. extra-curricular activities and Academy clubs (to cover the individual costs only)
10. Letting of the Academy premises or grounds (rate to be determined locally)
11. Extended Academy care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
12. Charges for materials or ingredients where the pupils wish to have the finished product (to cover costs only)
13. Cost of transport to take part in work experience
14. Reasonable reprographic charges to be determined locally

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the Academy;
- the level of support from the Academy budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the Academy's budget to support community facilities is the amount of the Academy standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - a) Services (heat & light)
 - b) Staffing (security, caretaking & cleaning)
 - c) Administration
 - d) Wear & tear

5 Remissions

Children who have a pupil premium entitlement; will also be entitled to the full or partial remission of charges, at the discretion of the Head / Principal, for transport board and lodging costs during Academy trips.

6 Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) Day trips
- b) Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.
- c) Online payment admin fee of no more than £1.00 per transaction

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is voluntary; and
- b) that registered pupils at the Academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/person with responsibility are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, Academy fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the principal.

Appendix 7.1

Breakfast Club Charges

To be determined locally

Dinner Money Charges – from September 2015

	KS2	Nursery
Our Lady's Fenton	£2.35	£2.25
St Augustine's	£2.35	£2.25
St Gregory's	£2.35	£2.25
St Maria Goretti	£2.35	£2.25

Music Lesson Charges

St Thomas More	Termly fee – determined locally
Our Lady's Fenton	N/A – No individual lessons – whole school
St Augustine's	N/A – No individual lessons – whole school
St Gregory's	N/A – No individual lessons – whole school
St Maria Goretti	N/A Hire of instruments only

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