



Charging and Remissions Policy	
Committee	Finance, Premises and Staffing
Author	Finance team
Ratified By Governing Body	26 th September 2022
Frequency of Review	2 years
Next review Date	Autumn 2024

The FCJ Schools' Vision

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

Charging and Remissions Policy

Purpose and Background

At Maria Fidelis, we wish to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

The policy is written to comply with the relevant terms of:

- The Education Act 1996;
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; and
- The Education (Prescribed Public Examinations) (England) Regulations 2010.
- It also references the 'Charging for School Activities' guidance produced by the Department for Education (May 2018)

We believe that all its pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- charges will not be made;
- charges will be made; and
- charges may be waived.

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experience to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset.

- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

No charges will be made for

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
2. Education provided outside school 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 school, or part of the school's basic curriculum for religious education;
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
5. The first examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
6. Education provided on any trip that takes place during school hours;
7. Education provided on any trip that takes place outside school hours (a) if it is part of the National Curriculum, or (b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or (c) part of the school's basic curriculum for religious education.
8. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

*If a pupil fails, without good reason, to meet any examination requirement for a syllabus, a charge will be made.

Activities/ Items for which charges may be made

Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Music tuition

Music tuition (singing and instrumental) for individuals or groups of up to 4 pupils.

Public Examinations

- i) The Headteacher has the delegated responsibility to decide whether pupils are entered into particular examinations.
- ii) The Headteacher has the authority to charge for examination entries in certain circumstances.
- iii) The Headteacher is authorised to request payment for wasted examination fees.

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer hardware or software, are liable for the costs of repair or replacement.

Materials and Equipment

The cost of materials or ingredients for design and technology and food technology, if parents/carers have indicated in advance that they wish to own the final product. The cost of items such as revision guides, scientific calculators where a parent wants their child to own the item.

School Meals

All students can purchase a school meal at a charge set by Camden Council. Free school meals are available to eligible families.

Second hand school uniform

Charges will be made for second hand uniform supplied by the school.

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents in particular circumstances. This also applies to school uniform.

Families qualifying for remission or help with charges

- a) Pupils on Free School Meals;
- b) Parents in receipt of Income Support.

Hire of School Premises

A charge will normally be made for the use of the school's accommodation and facilities. A rate card is available on the school's website.

Other Fees payable include

- A search fee of £10 per certificate will be levied for requests for all examination certificates not collected in the year in which they are awarded;
- Subject to the restrictions of the General Data Protection Regulation (GDPR) a reasonable fee may be charged for subject access requests which are excessive or where duplicate copies of data are requested.
- Ex students/external candidates wanting to take examinations at the school will be charged the cost of sitting the exam plus a 10% administration fee. The base cost will include the exam entry fee and invigilation.
- Charges may also apply in respect to Freedom of Information requests.