

# **ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS**



## **Charging and Remission Policy**

**(Statutory)**

**Spring 2025**

**Next Review: Spring 2027**

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## **Mission Statement**

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum equipping students with the ability to meet the challenges of the 21st Century confidently and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

***'Act justly, love tenderly, walk humbly with your God.'***

## **Introduction**

This Policy takes regard of the law and guidance issued by the Department for Education (DfE). The 1996 Education Act (sections 450 to 462) requires all schools to have a policy on charging and remissions for school activities. This policy must be regularly reviewed.

The Governing Body of St. Anne's believes that all its students should have an equal opportunity to benefit from curriculum related activities and visits independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best, within our financial constraints, to ensure a good range of visits and activities is offered. At the same time we will try to minimise the financial barriers which may prevent some students taking full advantage of these opportunities.

For the avoidance of doubt, under Section 576 of the Education Act 1996, and unless the context otherwise requires, "parent", in relation to a child or young person, *includes*:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relatives
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

The policy has been revised in light of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

## **Charging**

This is a fee payable for specifically defined activities, i.e. we will levy charges where the law allows us to do so but may offer limited financial assistance. In determining the charge will seek to recover the full costs, inclusive of labour as required.

## **Remission**

The cancellation of a charge which would normally be payable.

In some circumstances, the school may not charge for items or activities set out in the sections below. This will depend on the activity in question.

## **Voluntary Contributions**

Separately from the matter of charging, schools may seek voluntary contributions in order to offer a wide variety of curriculum-related experiences to students. All our requests for voluntary contributions will emphasise their voluntary nature and the fact that the children of parents/carers who do not make such contributions will be treated no differently from those who have.

The Law tells us:

- If an activity cannot be funded without voluntary contributions parents/carers will be notified of this from the outset.

- No student will be excluded from an activity solely because of their family's inability to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent/carer is unwilling or unable to pay their child will not be excluded from participating in the activity.

## **Education Outside School Hours**

Charges will be made for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or do not form part of the school's basic curriculum for religious education.

This means that charges for activities that happen outside school hours, including holiday periods, which the law describes as 'optional extras' are permissible, for example, music tours and ski trips. Parents/carers who wish their child to take part in 'optional extras' must pay the amount required by the school to cover the cost of the trip. This will be stated on the first letter proposing the trip.

## **Curriculum Related Trips including those which are Residential**

If most of the time spent on either a residential or non-residential trip is during school hours or which meets the requirements of the syllabus for a public examination, or is part of the National Curriculum then the school will seek voluntary contribution as no charge can be made.

The exception is that a charge can be made for the residential element (board and lodging) of the educational trip. If a student is eligible for a Free School Meal, as per qualifying benefits, then a charge will not be made. Other families may apply for remission (see Financial Assistance on Page 6 below).

For non-curriculum activities, e.g. non educational trips, a charge will be made.

## **Musical Instrument Tuition**

Charges may be made for teaching either an individual student, or groups, to play a musical instrument (including voice), if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

The School has agreed to fund music lessons with the Enfield Music Service (EMS) for students eligible for 'pupil premium' funding.

We will **not** make a compulsory charge for any musical tuition provided as part of the GCSE or GCE music curriculum. However, families who have funded private music tuition for their children, who opt to take music GCSE or GCE as an examination subject, are asked to continue to do so if they are able. In addition, any other family who can fund the tuition to help the School's finances is welcome to do so.

## **Public Examinations**

No charges will be made for entering students for public examinations where the student has been prepared for the examination by the School, including any re-sits. An examination entry fee may be charged to parents/carer(s) if:

- the examination is on the set list, but the student was not prepared for it at the school;
- a student fails without good reason to complete the requirements of any public examination where we originally paid or agreed to pay the entry fee (this fee may be recovered from the parents);
- parents/carers have decided that their child should re-sit an exam, whether or not they have received guidance from the school, and an exception has not been granted.

See 'Financial Assistance' below

## **Books and Equipment**

The school does not currently charge for textbooks but reserves the right to collect a deposit. It is expected that any textbooks or other equipment which are issued to students in relation to their studies will be returned in a state of good repair. Failure to return textbooks or equipment or the returning of such in an unusable condition will result in parents/carers being invoiced for the cost of purchasing a replacement. Should a deposit have been paid which does not cover the cost of a replacement the school reserves the right to charge the difference.

## **Wilful Damage and Loss**

Should any part of the school's property be wilfully damaged the student's parent/carer will be liable for the cost of repair or replacement.

## **Other Charges**

If it is unclear whether a charge can be levied reference will be made to the DfE's guidance publication '*Charging for School Activities*' updated May 2018.

## **Financial Assistance**

The school holds and administers a small fund called the Hardship Fund. All families can apply this to fund. A determination is made by the Headteacher or School Business Leader only.

Priority will be given to families who claim Free Schools Meals (FSM) for assistance with the costs of a curriculum-related trip, equipment, kit or public exam retake. This list is not exclusive. The student must be registered for FSM with the school.

An additional qualifying criterion is attendance of at least 95% in the last full term of school (for students in Year 7, attendance of 95% or above since starting St. Anne's). Allowances will be made for certified medical absences.

The Headteacher and the School Business Leader will administer the Hardship Fund and seek the advice of the Chair of Governors as necessary. Applications for financial assistance should be made to the Headteacher/School Business Leader

Grants are generally limited to a maximum of £50 per student per academic year but the Headteacher/School Business Leader may exercise discretion.

The School administers a Post-16 Bursary Fund from a budget provided by the Education and Skills Funding Agency (ESFA). This is operated outside of this policy but guided by its principles.

### **Links with other Policies**

This policy links to the following policies:

- Finance Policy
- Hardship Policy

### **Modification history**

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Revision Author</b>
0.1	Spring 2018		B Goldbart
0.2	Spring 2020		L Boodram
0.3	Autumn 2022		L Boodram
0.4	Spring 2023		S Watson
0.5	Spring 2025		P Quinn