



The
Holy Spirit
Catholic Multi Academy

Charging & Remission Policy

This policy applies to all of the schools within
The Holy Spirit Catholic MAC

Policy Ratified on: 8th February 2017

Full Board/Committee: **Finance Committee**

Signed Chair of Directors: 

Next Review: **Spring 2019**



CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the School or Academy Company. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

1. INTRODUCTION

- 1.1. The Holy Spirit Catholic Multi Academy Company recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.
- 1.2. The Holy Spirit Catholic Multi Academy Company aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2. CHARGES

The Holy Spirit Catholic Multi Academy Company reserves the right to make a charge in the following circumstances for activities organised by the school.

2.1. Activities in School Hours

The board and lodging element of the following residential activities deemed to take place within school hours: (e.g. the annual school residential visits).

2.2. Activities outside school hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours: (e.g. theatre visits, musical/sporting events, after school or lunch time clubs/activities, visits to places of interest).

2.3. Instrumental Music Tuition

All schools within the Holy Spirit Catholic Multi Academy Company has the right to make a charge to parents for all or part of the cost of providing Music tuition. Charges will not exceed the cost to the school of such tuition. Half a term's notice is required of pupils wishing to cease instrumental lessons.

Charges will not be made in the following circumstances:

- Where a pupil is in receipt of (or registered for) free school meals, the nationally agreed criteria for which is:
 - Income Support
 - Income based Job Seeker's Allowance
 - Income related Employment and Support Allowance
 - Guarantee element of State Pension Credit
 - Child Tax Credit, as long as you do not get a Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
 - If you are supported under Part IV of the Immigration and Asylum Act 1999
 - Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week.

The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

3. VOLUNTARY CONTRIBUTIONS

Although schools do not charge for most school-time activities, parents may be asked to make a contribution. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage. It may be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

- a) that there is no obligation to contribute; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) For some trips we may operate a system so that the cost can be spread over a longer period.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. Parents could be asked to contribute towards part of the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events.

4. MATERIALS, INSTRUMENTS ETC.

Charges may apply in the following cases for specific resources:

- 4.1. The cost of purchase or hire of instruments, material, equipment or clothing (or the provision of them by parents) for the following activities: Food technology, craft, design and art.
- 4.2. The Holy Spirit Catholic Multi Academy Company may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.
- 4.3. Pupils are not charged for swimming lessons but may be fully or partly charged for the transport to the venue.

5. BREAKAGES OR LOSS OF SCHOOL RESOURCES

- 5.1. Parents may be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken item or repairing damage to premises or furniture and fittings, fire extinguishers, defaced, damaged materials, when it is the result of poor behaviour
- 5.2. Parents may be asked to pay the full cost or a reasonable amount towards the cost of replacing books and resources that belong to the school but are lost or mislaid by pupils.

6. REMISSIONS

Schools may remit in full or part the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place mostly within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of “family hardship” which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Holy Spirit Catholic Multi Academy Company 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 Principal.

“Family hardship” will be defined as parents of a pupil who are in receipt of:

- Income Support
- Income based Job Seeker’s Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit, as long as you do not get a Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part IV of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week.