



# Charging & Remissions Policy

Policy Updated	November 2021
Policy Agreed	November 2021
To be Reviewed	November 2023
Reviewed By	Adrian Auton

## ST MALACHY'S SCHOOL MISSION STATEMENT

- ❖ St. Malachy's is a Catholic School where we will all do our best to do the work of Jesus.
- ❖ We will study, pray, play and celebrate together.
- ❖ We will care for each other and look after each other, just like a big family.
- ❖ It is important to remember that we are all good and clever in different ways.
- ❖ We will learn important lessons that will help us when we are grown up.
- ❖ In our school it will be fun and we will strive to make it a safe place.

## **Introduction**

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

## **School Trips**

**Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

**Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

**Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## **Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

## **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. 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.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. See separate policy. The scale of charges will be determined annually by the Finance Committee. For users connected to the school the charge will be based on the site staff overtime costs.

## **Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.