

THE CHARGING FOR SCHOOL ACTIVITIES

The governing board of each school is required to publish a clear policy of statement on charging and remission.

POLICY STATEMENT OF TRINITY CATHOLIC HIGH SCHOOL (SCIENCE AND SPORTS COLLEGE) ON CHARGING & REMISSION OF FEES

1. The governors of Trinity Catholic High School (Science and Sports College) would like to reiterate the prohibitions of the current Education Act that it imposes no charge for admission to the school. Neither do the governors operate a criterion which takes account of parents/carers' willingness or ability to make a contribution. Admission to Trinity Catholic High School (Science and Sports College) is set down in established criteria which do not include, whatsoever, any reference to charges or of parents/carers' willingness to make a contribution.

2. Tuition in the playing of musical instruments

The governors of Trinity Catholic High School (Science and Sports College) follow the policy on instrumental music tuition in Appendix I.

APPENDIX I

Instrumental Music Tuition

(a) Individual lessons will be provided lasting 20 minutes, at a charge of £506.04 per annum. This charge includes the annual charge levied for the use of the Redbridge Music School. The opportunity will be given to hire instruments with an option to purchase them eventually. (although they may prefer to purchase their own so that they can retain them after leaving school.) Longer lessons will largely be for pupils receiving tuition at a very high level at the Music School.

(b) All pupils in receipt of Income Support, Income Based Job Seekers allowance or Child Tax Credit only (**not child tax credit and working tax credit**) and whose annual family income (as assessed by the inland revenue) does not exceed £16,190; or support under part VI of the Immigration and Asylum Act 1999; or the guarantee element of State Pension Credit; or an income related employment and support allowance; Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, will be exempt from the tuition fees subject to confirmation. Instruments can in accordance with the Redbridge Music school own criteria and in some circumstances be hired free of charge.

(c) "Full Cost" tuition includes the cost to Trinity for the instrumental and singing lessons and the cost of the annual charge for the use of the Redbridge Music Service facilities.

(d) Redbridge Music School have set, for the year 2017/18 a charge to the school of £39.95 for each hour of full cost tuition received by a pupil for instrumental teaching. The school asks parents/carers to make a contribution towards these costs. This contribution is requested each term and is the full cost to the school. Exceptions to this are where parents/carers fall into category (b) above.

(e) Redbridge Music School have set for the year 2017/18 a charge to the school of £39.95 for each hour of singing lessons. The school will request a contribution from parents/carers of singing students of the full cost to the school of £506.04 per year for individual lessons and £253.02 for paired singing lessons.

(f) If however this causes hardship, the Governors of Trinity Catholic High School (Science and Sports College) have delegated responsibility to the Headmaster to make a decision on each individual case.

3. Incidentals to the provision of the Education Act states that neither the pupil nor his/her parents/carers may be required to pay for, or supply any materials, books, instruments or other equipment for use in connection with education provided during school hours. The governors of Trinity Catholic High School (Science and Sports College) invite parents/carers to provide their children voluntarily with particular items in order to release resources from the school budget for other purposes. However, the governors of Trinity Catholic High School (Science and Sports College) make it quite clear that no child will be at a disadvantage because of parents/carers' unwillingness or inability to contribute in this way. Governors, however, would draw parents/carers' attention that under Section 56(462) the word 'equipment' excludes clothing. The governors of Trinity Catholic High School (Science and Sports College) however, confirm that it is their duty to provide essential protective clothing such as safety goggles. The same is true for the provision or payment for any ingredients, materials, equipment needed for practical subjects, such as Design and Technology. The governors of Trinity Catholic High School (Science and Sports College) will still invite parents/carers to continue to contribute willingly in cash or kind to such activities. However, the governors of Trinity Catholic High School (Science and Sports College) will charge the full cost or require the supply of ingredients and materials if parents/carers have indicated in advance a wish to own the finished product. If, however, this causes hardship, the governors of Trinity Catholic High School (Science and Sports College) have delegated responsibility to the Headmaster to make a decision on each individual case.

4. Education Outside School Hours

A. The Governors of Trinity Catholic High School (Science and Sports College) will make no charges.

(i) for education, or associated incidentals (as described above) for activities provided wholly, or mainly, during school hours for registered pupils where the education is to fulfil any requirements in a syllabus for a prescribed public examination.

(ii) to fulfil any specific statutory duty relating to national curriculum as described under the Education Act.

(iii) or to fulfil any statutory duty regarding religious education as described in the same Act.

In these circumstances the only charge which the governors will make will relate to the costs of board and lodgings on residential visits. Of course, the charge will not exceed the actual cost of providing board and lodgings for any pupil. However, the governing board is willing to remit any board/lodgings charge in these activities if the parents/carers of the pupil are in receipt of Income Support, Income Based Job Seekers allowance or Child Tax Credit only (**not child tax credit and working tax credit**) and whose annual family income (as assessed by the inland revenue) does not exceed £16,190; or support under part VI of the Immigration and Asylum Act 1999; or the guarantee element of State Pension Credit; or an income related employment and

support allowance; Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, subject to confirmation. The Charges and Remissions in this matter will follow the guidelines as described in Appendix II of this document. Where the activity does not cover statutory education of the child the governors reserve the right to subsidise or remit at their discretion. The percentage of charge or remission will be delegated to the Headteacher to assess each individual situation. The governors will also delegate the Headmaster to advise all parents/carers that when Trinity Catholic High School (Science and Sports College) intends to undertake an activity where the charge for board and lodgings can be made, that he advises all parents/carers that anyone in receipt of family credit or any support is entitled to claim remission. Governors also reserve the right under the Act to adopt a more generous remission policy than the statutory minimum if they believe the circumstances demand it. This, too, they delegate to the Headteacher to assess each individual situation.

6. Policy on Trips are as follows in Appendix II.

APPENDIX II

Field Study Courses

The school will provide the resources for the following:

- (a) G.C.S.E.: a 5 day residential course for pupils taking geography with charges to parents/carers of board and lodgings.
- (b) G.C.E. 'A' level: residential field courses and 1 day trips for pupils taking geography, biology, geology with charges to parents/carers for board and lodging (those in receipt of Income Support, Income Based Job Seekers allowance or Child Tax Credit only (**not child tax credit and working tax credit**) and whose annual family income (as assessed by the inland revenue) does not exceed £16,190; or support under part VI of the Immigration and Asylum Act 1999; or the guarantee element of State Pension Credit; or an income related employment and support allowance; Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, subject to confirmation having the charge remitted).

If the school wishes to arrange its own courses which are more expensive the school will meet the difference from their own resources.

Other trips/activities e.g. Duke of Edinburgh, BELA, Sports Leaders, revision guides

Charges will be made for trips taken mainly out of school hours and voluntary charges will be requested if they take place during school hours. The charges/ voluntary contributions will be as follows:

Charges/voluntary contributions will be calculated on the basis of board and lodging, equipment, transport, insurance and general administration costs.

The charges will be remitted for pupils whose parents/carers are in receipt of Income Support, Income Based Job Seekers allowance or Child Tax Credit only (**not child tax credit and working tax credit**) and whose annual family income (as assessed by the inland revenue) does not exceed £16,190; or support under part VI of the Immigration and Asylum Act 1999; or the guarantee element of State Pension Credit; or an income related employment and support allowance; Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, subject to confirmation unless the

course is outside school hours and neither involves preparation for a public examination nor is provided specifically to fulfil prescribed statutory duties under the national curriculum.

7. Optional Extras

There is no requirement to charge for optional extras. Optional extras cover educational activities provided for registered pupils wholly or mainly outside school hours. Please note where those activities not connected with:-

- A. Statutory duties in a syllabus for a prescribed public examination.
- B. Statutory duties relating to national curriculum.
- C. Statutory duties relating to Religious Education. The governors would like to repeat and reiterate that any activity which takes place during school hours cannot be defined as an optional extra except individual tuition in the playing of musical instruments.

The governors of Trinity Catholic High School (Science and Sports College) insist that participation in any optional extra will be based on parental choice and a willingness to meet the charges made. It therefore follows that parents/carers must agree in advance to the provision of these optional extras for which charges are to be made.

The charges made for such optional extras will not include any subsidy for any other pupil or teaching staff already employed by the L.E.A. or governors. The only time staff costs will be included is when staff are engaged by a separate contract for services providing optional extras.

By contract the governors mean a simple letter written by them inviting a teacher to provide certain services for a specific activity in return for payment of expenses or an agreed fee. The charging for optional extras may include the following:-

- (a) pupils' travel costs
- (b) pupils' board and lodgings
- (c) materials, books, instruments and other equipment
- (d) teaching supply costs
- (e) instrument for music etc.
- (f) insurance costs
- (g) administration costs(15% up to a maximum of £15 per student per trip or exam cost;10% up to a maximum of £10 for all other activities)

The governors' policy on charging/remission for optional extras is:-

- (a) To charge the parents/carers full cost
- (b) To reserve for the Headmaster's discretion, any remission/support on individual cases of hardship. In such cases the Headmaster will agree to a total or part remission as he thinks fit.

8. Examination Fees

A. In accordance with the Education Act governors will not charge for any prescribed public exam for any registered pupil. However, if a parent challenges an exam result and demands a paper be re-scrutinised, at whatever level, governors will pass on to the parent any fee demanded by the exam board for this service. The governors reserve the right to remit totally/part of the cost of this exercise at the discretion of the Headmaster.

B. The governors of Trinity Catholic High School (Science and Sports College) will not ask the parents/carers to supply or pay for any books, materials, instruments, equipment to be used in connection with the syllabus of a prescribed examination for a registered pupil. Nor will any charge be made in respect of transport provided to enable a pupil to meet any requirements of any syllabus in any prescribed examination except, as described above, where the charge may be met in respect of board and lodgings and residential trips with the necessary safeguard for hardship.

C. The governors of Trinity Catholic High School (Science and Sports College), will enter registered pupils for a prescribed public examination for which a pupil has been prepared except in individual cases where the governing body or Headteacher think there are sound educational reasons for not entering a pupil or where pupils' parents/carers have requested in writing that the pupil should not be entered.

The governors delegate to the Headteacher the responsibility for this policy as well as ensuring that parents/carers are kept fully informed in writing regarding the entry of their son/daughter to public examination. If the parents/carers wish their son/daughter to take alternate exams that charge will be passed on to the parents/carers though the school reserves the right to decide on whether such multiple entry is in the best possible interests of both the child and the school. If a pupil is entered for a prescribed public exam who has been prepared not by the school but by a private tutor, or whether he/she is to re-sit the examination for which the school has earlier prepared, the charge will be passed on to the parent although the governors delegate the assessment of this matter to the Headteacher. Charges for non-prescribed public examinations are at the discretion of the governing body and will be decided on the following criteria:-

A. The individual circumstance of the child

B. The reasoned opinion of the Headteacher

C. The governors of Trinity Catholic High School (Science and Sports College) would like to point out that if a pupil fails with good reason to complete a public examination requirement for any public examination for which the governing board and L.E.A. has paid an entry fee, then the fee can be recouped. This includes failure to complete the coursework or not turning up to sit the public examination.

Voluntary Contributions

Generally Trinity Catholic High School (Science and Sports College) will still ask for parental contribution for the benefit of the school or in support of any school activity during or outside school hours, residential or non-residential. They will insist that such contributions be genuinely voluntary and that non-contribution will not affect in any way the progress of their child at the school.

Damage/Loss to Property

The governors will pass on to parents/carers the full cost of any breakage or damage done to school premises or equipment by students. They delegate to the Headmaster full discretion in this matter for each situation has to be assessed on an individual basis.

Insurance

The school covers all students for School Personal Accident and School Journey Insurance with Ace Europe. Details of this cover can be obtained from Mrs C Burdfield, Director of Finance.

REVIEWED JUNE 2017

