



# Gunnersbury Catholic School

## Charging and Remission Policy

<b>Approved by:</b>	Kevin Burke, Headteacher	<b>Date:</b> January 2019
<b>Last reviewed on:</b>	January 2019	
<b>Next review due by:</b>	January 2022	

## **Mission Statement**

Gunnersbury Catholic School aims to:

1. build a community based on Christian values
2. maximise the potential of the individual within the school in academic, personal, physical, social and spiritual terms
3. produce young men and women who will take their values beyond school to promote a better, more just society

We seek to achieve this by:

1. demonstrating fairness and justice in all school systems
2. promoting relationships based upon respect, tolerance and understanding throughout the school
3. creating a partnership in learning which identifies and develops the talents of each individual
4. learning, living and celebrating our Catholic tradition

At Gunnersbury, we recognise the valuable contribution that a wide range of additional activities, including visits and residential experience can make towards pupils' personal and social education. We aim to provide such activities to all registered Gunnersbury pupils, regardless of their family's financial means. This policy sets out our approach to charging and remissions, and is informed by local authority guidance; it is implemented within the letter of the law, and also embracing the spirit of it.

The policy of the Governors of Gunnersbury Catholic School is that there is no charge for admission to the school. However, it should be noted that many activities can only take place with the benefit of voluntary contributions from parents who wish their children to take part. The school may seek voluntary contributions from parents for the benefit of the school or in support of any school activity. In cases of family hardship, parents are not expected to make said contributions but are asked to notify in confidence the school/headteacher of their circumstance. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming. If a parent chooses not to contribute, or is unable to contribute, the school will make it clear in communication to parents that these contributions are voluntary, and that no pupil will be treated differently.

### **1. School Fund**

As a Catholic school, we are required to contribute 10% towards all costs relating to the maintenance of and improvement to classrooms, all other buildings and the school grounds, as well as any ICT and other equipment used in the school. The funds available to the school are limited to monies provided by the appropriate funding agency and any additional monies raised by the school. In order to provide the highest possible quality of education and range of educational opportunities for pupils at the school, the Governors currently invite parents to make a voluntary annual contribution to the School Fund (currently £150 per pupil (£180 per family)). Governors will support families to contribute to the School Fund using the Gift Aid scheme. Although the school values greatly such contributions, it will be made clear in all correspondence inviting contributions to the School Fund that such contributions are wholly voluntary.

## 2. Education and related activities during school hours

- A charge will be made (currently £140 for 20 minutes per term; £200 for 30 minutes per term) for tuition on musical instruments. A separate charge will be made for instrument hire. Governors may have to charge for individual tuition unrelated to the requirements of the National Curriculum, or prescribed public examinations. Music tuition charges will be reviewed annually.
- Education visits (day trips during school hours) are deemed to be a valuable part of the Gunnersbury curriculum and, so, charges levied are voluntary. The Governors intend to continue the practice of requesting voluntary contributions for such visits, whilst ensuring that all children concerned participate, whether or not a contribution has been made. However, if the numbers contributing voluntarily decline to such an extent where the cost of the visit cannot be met by the school, then the visit will be cancelled.
- **Board and lodging on residential visits.** Where a school activity involves a pupil in nights away from home, charges will be made whether or not the activity takes place in school hours, or fulfills the criteria for free education (that is, provided specifically for prescribed examination requirements or statutory duties related to the National Curriculum or Religious Education), except in cases of families in receipt of Income Support; Income-based Jobseeker's Allowance; Working Families' Tax Credit, Disabled Person's Tax Credit, Universal Credit.
- **Materials.** No charges will be made for books or materials, except for practical lessons (such as art, technology) involving ingredients or materials, where parents are willing to own the finished product.
- **Transport.** No charges will be made for transport between schools, but a voluntary contribution towards travel costs will be requested for those participating in sporting activities. The costs of any transport costs related to attendance at work experience will be borne by parents.
- **Third Party Arrangements.** There may be occasions where a third party would be able to levy charges directly in return for services where the Governors would not be involved in the transaction. Each proposal would be considered on its own merits.
- **Loaned resources.** A charge will be made for school resources (textbooks, library books) and property that have been on loan to a pupil and have not been returned when requested.
- Deposits that are made for an education activity/visit or for a residential visit are non-refundable.

## 3. Education and activities outside of school hours

- Education visits (day trips outside of school hours) are deemed to be a valuable part of the Gunnersbury curriculum and, so, charges levied are voluntary. The Governors intend to continue the practice of requesting voluntary contributions for such visits, whilst ensuring that all children concerned participate, whether or not a contribution has been made. However, if the numbers contributing voluntarily decline to such an extent where the cost of the visit cannot be met by the school, then the visit will be cancelled.

## 4. School trips/activities/holidays beyond the curriculum

Trips, activities and holidays which are not part of our students' learning curriculum are voluntary. These generally take place outside of school hours and all costs are met by parents. Deposits that are made for such trips, activities and holidays are non-refundable.

## **5. Public Examinations**

- No charges will be made for routine entries to prescribed public examinations. The Governors will seek to reclaim entry fees from candidates who fail to sit an examination for no good reason.
- The costs for entry to a public examination for which pupils have not been prepared by the school will be borne by parents.
- The costs of retaking an A-level public examination will be borne by parents.
- The costs of remarking a public examination will be borne by parents.

## **6. Damage to school property**

- Where the school suffers damage or school property is damaged or lost - by deliberate vandalism or by negligence - the Governing Body reserves the right to recover the full, or part, cost of making good the damage or loss from the parents of pupils involved.

## **7. Remission**

- Where a parent is on Disabled Person's Tax Credit, Universal Credit or similar, any remission of charges for individual pupils will be met from the School Fund. Partial remission may be granted for other parents, at the Headteacher's discretion, where financial hardship would be caused if they were required to pay the full costs.

## **8. Optional extras**

- A charge may be made for education provided for registered pupils wholly or mainly outside school hours if the provision does not come within any of the other categories outlined in this policy. Whether or not a charge will be made will be dependent upon the costs involved and the funding available to the school. For optional extras, charges may be made on the basis of parental choice and willingness to pay.
- Deposits that are made for an education activity or visit or for a residential visit are non-refundable.