

Charging & Remissions Policy

St. John's Catholic Comprehensive School



*Excellence for All
Service to Others
Inspired by Christ*

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St John's Catholic Comprehensive School – Charging & Remissions Policy

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

Roles and responsibilities - Staff

- The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- Staff are responsible for implementing the charging and remissions policy consistently.
- Staff are responsible for notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies. The school will provide staff with appropriate guidance in relation to this policy and its implementation.

Roles and responsibilities – Parents/carers

- Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Purpose

All pupils should have an equal opportunity to benefit from school activities and visits, regardless of their family's financial means. This policy describes how St John's will minimise financial barriers that prevent pupils participating in school activities, whilst maintaining a good range of activities and visits.

Where charges cannot be made

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for prescribed public examination that the pupil is being prepared for at the school
 - Religious Education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer

- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential Visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for prescribed public examination that the pupil is being prepared for at the school
 - Religious Education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Where charges can be made

Charges for School Activities

- Trips and visits will be funded by contributions from parents. The contributions will be equivalent to the cost per pupil. If sufficient contributions are not forthcoming, the activity may have to be cancelled. The only exception is when a trip or visit is essential to fulfil any requirement of the National Curriculum, in this exception a voluntary contribution for parents will be requested.
- A charge will be made for all non-residential activities which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or support) engaged specifically for the activity or supply staff required to cover lessons whilst the regular teacher is on the trip. The charge will not exceed the cost per pupil.

- Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half-days taken up by the trip. Charges will be made as described above and will include charges for board and lodging which will be charged in all cases where a school activity involves pupils in nights away from home.

Examinations

Public examinations provide vital summative assessment, generally at the end of a key stage. This assessment gives information to students, parents, other educational institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the school participates willingly in the administration of these examinations in the best interests of the students and the school, and if the conditions set out below in this policy are met in full, the school will meet the cost for entry and all delegated administrative matters leading to final certification. In addition to external examinations, other internally set and marked examinations may take place at other stages in a student's progress through school, in order to both prepare for public examinations and to check student's learning.

- For the duration of any subject course, the school will pay the entry fee for each module of the examination. Any re-sit during the same course must be paid for by the student.
- Parents will be expected to pay for examinations in which their son/daughter has failed, for no good reason, to complete the requirements of that examination, or fails to turn up for the examination or attempt the paper without good reason. In the case of sickness, a doctor's note must be provided.
- Parents will be expected to pay for entries to examinations where the school has not prepared the student for the examination in the year for which the entry is made – i.e. the entry is a private entry. However, any examination entry, private or otherwise, must be undertaken in full agreement with the school.
- Parents will be expected to pay for any additional examination services, for example, post result services, unless otherwise agreed by the school.
- An examination entry or re-sit fee must be paid into 'Exam account' via Parent Pay by the relevant due date. Failure to do so may lead to the student not being entered for the exam/s concerned. Payments must be made electronically.
- A refund of fees will not be made once the entries have been submitted to the Exam Board.
- Details of any fees due will be sent in writing to the student and to their parents/carers.

Information for private exam entries

Coursework

St John's School cannot be responsible for the marking of any coursework components attached to an exam entry. Due to the strict rules relating to authentication of coursework, you can only enter for the coursework option if it is being marked by a distance learning organisation or private tutor.

Oral/Practical Examinations

St John's School cannot administer oral components for language examinations or practical components of a syllabus unless agreed and arranged by the relevant staff at the school.

Syllabus Choice – External Candidates

In this instance, it is the candidate's responsibility to choose an appropriate syllabus and provide these details to the Examinations Officer. St John's School cannot advise on choice of syllabus/awarding body and will not be held responsible for any late fees that arise from amendments. Further information on syllabuses, together with Private Candidate Guidance, is available from awarding body websites www.aqa.org.uk, www.edexcel.com, www.ocr.org.uk, www.wjec.co.uk

Special Needs

It is the candidate's responsibility to advise the Examinations Officer as soon as possible of any additional requirement which needs to be addressed. The candidate will be required to provide supporting evidence of such need and we will make the necessary applications to the Exam Boards. Should a candidate require separate invigilation or any other access arrangement an additional charge may be made.

Certificates

Students will be expected to collect Examination Certificates by arrangement with the Examinations Officer. The school may destroy any unclaimed certificates by a secure method (for example by shredding) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by the school will be kept for a further period of 4 years from the date of destruction.

External Candidates – Private entries

This policy covers all entries made by St John's Catholic Comprehensive School Examination Officer on behalf of External Candidates.

Entries

Entries will be accepted for the November, January and May/June series. Entry deadline dates for each series will be published on the school website. St John's School **cannot** accept any entries or amendments after these dates.

Fees

External Candidates will be charged the following fees;

1) Standard Examination/Unit Entry Fee

The examination/unit entry fee published by the relevant Examination Board.

2) Administration Fee

A non-refundable administration charge of £50 per examination/unit entry.

3) Invigilation Costs

If an additional examination Invigilator is required, the Candidate will be required to pay for this at a rate of £12 per hour for the full published duration time, irrespective of when the Candidate finishes. Circumstances where an additional Invigilator is required would be: if the Candidate requires separate invigilation or where their entry means that the total number of Candidates is increased to a level where an additional Invigilator is required.

4) Late Entry Fees

After the examination entry deadline set by the Examination Board has passed, a Late Entry Fee will apply. The initial Late Entry Fee will be double the original entry fee for the unit/subject. After a period of time, Examination Boards introduce a High Late Entry Fee for very late entries. If an entry is requested after the High Late Fee Date, the fee will be treble the original entry fee.

5) Refunds

If you withdraw an entry before the High Late Fee Date you will be refunded an amount equal to the entry fee paid. If you withdraw an entry after this date you will not be issued with a refund. The only exception is where you can provide supporting medical evidence that you cannot complete the examination/unit.

6) Statement of Results/Certification

A Certifying Statement of Results (CSOR) is an official copy of the final examination results held by Examination Boards. CSORs and Examination certification are sent to Candidates by registered/recorded mail. You will be charged the cost of postage for these items.

7) Payment of Fees

Fees are due 15 days before the examination entry deadline and can be paid by cash or cheque. Cheques should be made payable to St John's Catholic Comprehensive School and you should detail on the reverse of the cheque your name, address and what the payment is in respect of.

8) Enquiries About Results

Once examination results are published, there will be a period of 4 weeks in which Examination Boards will accept enquiries about results from Examination Centres. Examination Boards will

charge a fee for such enquiries and you will be expected to pay this fee before the Examination Officer can raise the query on your behalf. For deadlines and fees please refer to either school or relevant examination board website.

Other Charges

Music tuition

Music tuition by a visiting peripatetic teacher for individuals, or groups of up to four pupils, is chargeable to parents, normally by invoice directly from the teacher to the respective parents.

Ingredients and materials

Ingredients and materials for practical subjects are supplied by the school; voluntary contributions, equivalent to the estimated cost per pupil are invited at the start of the academic year.

Damages

Parents will be expected to refund the school wholly, or to an agreed sum, if their son/daughter causes damage (accidental or otherwise) to school property, or loses or deliberately damages, beyond reasonable repair, any school materials and books.

Minibus

Costs for the school minibus rental and fuel should be incorporated into the costs for all trips. Current rental and diesel charges can be obtained from the School Finance Manager.

Equipment

Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them.

The school recognises that students may wish to borrow specialist equipment to support their studies outside of school hours, for example cameras for photography courses. A small deposit will be requested and held for the period of the loan. The deposit will be returned to the pupil when the item is returned.

Exceptions/Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Activities and visits will be considered at the school's discretion at a reduced rate under exceptional circumstances **and** where the parents are in receipt of:

Universal Credit

Income Support

Income based Job Seekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the sum given in the Revenue and Customs rules

Guaranteed State pension

Income related employment or support allowance
