



# **CHARGING AND REMISSIONS POLICY**

**St John's Catholic Comprehensive School**

*This Policy was ratified by the Finance Team January 2023*

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*Owner: Kerry Browne  
Quality Assured: Matt Barron*

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

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### **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.

### **Charges for School Activities**

- Trips and visits which take place wholly or more than 50% within school time, and are essential parts of the National Curriculum, will be free to parents. Voluntary contributions, equivalent to the cost per pupil, will be requested.
- Trips and visits which are not essential parts of the National Curriculum will be funded by voluntary 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.
- 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 resit 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.

### ***Coursework – External Private Entry Candidates***

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 Modern Foreign Languages Leader.

### ***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](http://www.aqa.org.uk), [www.edexcel.com](http://www.edexcel.com), [www.ocr.org.uk](http://www.ocr.org.uk), [www.wjec.co.uk](http://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 at the Certificate Presentation evening, where applicable, or by separate 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**

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. 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 £10 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.

### **Lockers**

Lockers are available for pupils use on a first come, first served basis. The use of lockers is free of charge but a £5 deposit is requested. The deposit is returned to the pupil when the key is returned. Should the key be misplaced, the school will provide a replacement and the deposit will be used to cover the cost.

### **Equipment**

The school recognise 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**

Activities and visits will be considered at the school's discretion at a reduced rate, or no charge, where the parents are in receipt of:

Universal Credit,  
Income Support,  
Income based jobseekers 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 (introduced on 27<sup>th</sup> October 2008)

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