



MARICOURT  
CATHOLIC  
HIGH SCHOOL  
& SIXTH FORM CENTRE

# CHARGING AND REMISSIONS POLICY

## Mission Statement

Maricourt seeks to provide a living Catholic community which is rooted in Christian values and where growth and knowledge, respect love and fellowship are shared by all.

**INSPIRE**  
WITH  
MARICOURT

POLICY REVIEWED: May 2021  
SCHEDULED REVIEW: May 2022

## **Introduction**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. The policy identifies activities for which

- charges will not be made
- charges will be made
- charges may be waived

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

## **Policy Statement**

Maricourt Catholic High School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

No Charges will be made for

- 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 or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- education on a school trip that takes place during school hours
- supply teachers covering for other teachers accompanying pupils on a residential trip
- transport in connection with non-optional curriculum visits.

## **Voluntary contributions**

Separately from the matter of charging, the school may ask parents for a voluntary contribution towards the cost of:

- any activity that takes place during school hours
- school equipment
- school funds generally

However, if the activity cannot be funded without voluntary contributions, the head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

## **Charges will be made for**

### **Residential trips**

We will charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

### **Eligibility for Free School Meals**

As from the 1 April 2018 a free school meal wage threshold for people in receipt of Universal Credit was introduced, any new applicants from that date who work and have a net income of less than £7400.00 per annum would be eligible for free school meals.

Those families who applied up to 31 March 2018 would have their claim to free school meals protected up till the end of the Universal Credit rollout which is due to be completed by 31 March 2022, and then up till the end of their phased education. Therefore no one who earn above the threshold or whose circumstances have changed would be taken off free school meals. The same protection also applies to any applications made after 1 April 2018.

Protection applies to the individual child so if a child moves area/schools they would still be eligible for free school meals. This also means that as a result of the changes there is no longer sibling entitlement. Any siblings who applies after the 1 April 2018 would now be assessed in their own right and a new application made for each child; in some circumstances the new sibling might not be entitled.

A child might be eligible for free school meals if parents receive of any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance

- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit - if applied for on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits received)

If a child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31st March 2022.

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge.

### **Non-residential trips**

Charges will be made for Non-residential activities (other than listed above) which takes place outside of school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). Conversely if the bigger proportion of the time falls within normal school hours no charge will be made.

### **Public examinations**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

### **Music Tuition**

Although the law states that all education provided during school hours must be free,

music lessons are an exception to this rule. The school may charge for the cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where this is an optional extra for an individual pupil or for groups up to four.

### **Damage to school property**

The school will ask parents to contribute towards the cost of damage to school property or equipment where this results from a student's negligence or misbehaviour. The school reserves the right to refuse students the opportunity to take part in trips and activities where there is a history of vandalism or poor behaviour, as this may represent a health and Safety risk and concerns about the reputation of the school.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities unless the Governors have agreed to subsidise a letting. The scale of charges is determined by the Finance Committee and form part of our separate Lettings policy.

### **Materials and 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.