

# ST BERNARD'S HIGH SCHOOL



## CHARGING POLICY

**Drafted:** December 2009  
**Reviewed:** September 2012  
March 2016  
March 2018  
September 2020

**Approved by Finance Committee:** November 2020

..... Chair of Governors

Next Review: March 2022

## **CONTENTS**

	PAGE
INTRODUCTION	
Our Mission Statement	3
Policy Statement	3
Definitions	3
CHARGING ARRANGEMENTS	
Required Educational Activities	4
Optional Extras	4
School Trips	4
Representative Activities	4
Activities Outside School Hours	5
Public Examinations	5
Private Music Tuition	5
Materials, Books and Equipment	5
Practical Work Materials	6
Damage/Loss to Property	6
School Uniform	6
Lockers	6
School Shop	6
Photocopying	7
Lettings	7
Other Charges	7
REFUNDS AND REMISSIONS ARRANGEMENTS	
Remissions Policy	7
Refunds Policy	7
VOLUNTARY CONTRIBUTIONS	7

## **INTRODUCTION**

### **Our Mission Statement**

St Bernard's is a school community which aims to live by Jesus' commandment, "Love one another as I have loved you."

We are a Catholic learning community committed to the ongoing development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We provide an atmosphere in which all can grow in our Faith, and encourage this faith by a lively relevant liturgy.

We work with parents, parishes, local communities and industry to prepare our students for the opportunities of adulthood.

### **Policy Statement**

This policy has been prepared in accordance with section 457 of the Education Act 1996, and DfE advice "Charging for School Activities" (2014). The policy is detailed below and is reviewed by the Governing Body every three years.

### **Definitions**

<b>Expression</b>	<b>Definition</b>
School hours	08.50 – 12.35 & 13.35 – 15.40 daily during term time
School session	08.50 – 12.35 or 13.35 – 15.40
Half day	Any 12 hours ending at noon or midnight.
Required educational activity i.e. school trip	An activity which takes place to: a) fulfil statutory duties relating to the National Curriculum; and/or b) fulfil statutory requirements relating to Religious Education; and/or c) meet the requirements of prescribed public examinations.
Optional extra	Any activity which is not a required educational activity.
Residential trip within school hours	Less than 50% of the time falls outside school sessions, where the total length of the trip is reckoned in half days and each school session represents one half day.
Residential trip outside school hours	More than 50% of the time falls outside school sessions, where the total length of the trip is reckoned in half days and each school session represents one half day.

**CHARGING ARRANGEMENTS** (please also refer to Voluntary Contributions, Page 9)

### **Required Educational Activities**

There will be no charge for any required educational activity (as defined above), in or outside school hours, residential or non residential. For **residential trips which are essential** to the National Curriculum, statutory religious education or in preparation for prescribed examinations, a charge will be made to cover the cost of board and lodgings. Families who can prove they are in receipt of:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not
- exceed £17,000 (financial year 2016/17);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

are exempt from this charge.

### **Optional Extras**

Participation in optional extra activities will be on the basis of consent from parents/guardians and a willingness to voluntarily meet any such charges as are made, which could include:

- a) a student's travel and any costs associated with the activity, for example entrance fees;
- b) a student's board and lodging;
- c) materials, books, instruments and equipment, other than those normally provided for use in school;
- d) non-teaching staff costs;
- e) teaching staff costs (including travel, board and lodging) when a teacher or instructor has been engaged specifically for the purpose of providing the activity;
- f) the costs of providing for supply cover for any teachers who are supervising students on the activity and therefore absent from school – but there will be no charge for supply cover in relation to residential visits;
- g) at the discretion of the Senior Leadership Team, charges may be made to cover any other costs incurred as a result of these optional extra activities.

If a student withdraws from an activity, any payments made will not normally be refunded unless their place is taken up by another student.

### **VOLUNTARY CONTRIBUTIONS**

For these optional extras, the school may invite parents/guardians and others to make a voluntary contribution towards the cost of the activity. The amount requested will not be greater than the total cost of the trip divided by the number of students taking part with a 3.5% contingency.

Parents/guardians will be informed of the decision to ask for contributions at the planning stage of any activity. Students will not be treated differently according

to whether or not their parents/guardians have made a contribution. Nor will students be overcharged to cover others who are unable or unwilling to pay; the costs for these students must be borne by the department organising the visit or activity; alternatively, where there are not enough voluntary contributions to make the activity possible, then it may well be cancelled.

### **Public Examinations**

A charge will be made in respect of examination entries for students where:

- the school has not educated the student for the examination; or
- it considers that for educational reasons (see below) the student should not be entered; and
- the student's parent/guardian wishes the student to be entered (or the student themselves when over 18 years old).

Where a student is identified as benefiting from re-taking a public examination, either by the school or the parents/guardians the parents/guardians will be expected to bear the cost, unless the school has provided further tuition to prepare the student for the re-sit.

Parents/guardians will be required to meet the cost of entry for prescribed examinations if a student fails, without good reason, to complete the examination requirements (including non-completion of coursework and failing to take one or more oral, practical or written examinations).

Where a charge is made, this will be the cost of the examination entry plus applicable costs incurred, such as a contribution towards invigilation costs.

Where a student applies for a re-mark or copy of public exam, parents will be required to bear the cost. If the re-mark results in an increase of a grade or more, the cost will be refunded.

### **Private Music Tuition**

Parents/guardians will be charged a termly fee for the costs of private music tuition, where such tuition is given either to an individual student, or to students in groups of up to 4.

### **Materials, Books and Equipment**

These will be provided free of charge if used for education during school hours, but parents/guardians are asked to provide personal writing instruments, geometrical drawing equipment, a calculator, a Bible (Good News Bible), an English and Modern Foreign Languages dictionary and a school sketch pad for Art & Design.

From time to time various academic departments will prepare and make available topic books to assist the delivery of the topics being studied. Parents/carers will be expected to cover the cost.

Similarly, the school will buy in subject revision guides which will be available for purchase from the reprographics room at cost (normally less than half shop price).

A deposit will be required from students entering year 10 for books issued during years 10 and 11 and will be returned at the end of year 11 providing all books are returned in good order. Similarly, a deposit will be required from students entering year 12 for books issued during years 12 and 13, and will be returned at the end of all courses taken, providing all books are returned in good order.

### **Practical Work Materials**

Charges may be made for materials used in practical work, when students and/or parents/ guardians have indicated a wish in advance to own the finished product. In the case of Food Technology, students are expected to provide their own ingredients. However, if a student forgets, the school will provide the ingredients and make a charge equal to the cost of the ingredients.

Where students study Art and Technology subjects at GCSE and A level there is an expectation that they will provide some of the materials.

### **Damage/Loss to Property**

Parents/guardians will be asked to meet the costs of any wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials).

A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school.

The charge will be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

The school reserves the right to charge a proportion of the cost of replacement, according to age and condition, for textbooks and library books loaned to students, which are lost, not returned or damaged by the student.

Students who wish to replace exercise books or planners that they have lost, will be charged the cost of replacement.

### **School Uniform**

Parents/guardians are expected to provide school uniform and sportswear. All school uniform items are supplied through Paul's Discount Clothing.

### **Lockers**

Students are required to rent a locker for a one off maintenance charge. Parents /guardians are required to provide an appropriate padlock to secure their child's locker.

### **School Shop**

The school sells a variety of materials to students from the school shop and in class. These items range from stationery to calculators and a range of books and revision guides. The prices for these are set to cover the school's costs.

### **Photocopying**

The school's reprographic unit provides a private photocopying service, for which a charge based on the number of copies is made.

## **Lettings**

The school will make its facilities available to outside users, based upon the school's lettings arrangements. These arrangements include an application form to hire premises and the scale of charges related to the specific accommodation to be hired. The charges are reviewed annually by the Premises Committee.

## **Other Charges**

The Head Teacher, Finance Committee or Governing Body may make charges for miscellaneous services up to the cost of providing such services.

## **REFUNDS AND REMISSIONS ARRANGEMENTS**

### **Remissions Policy**

The pupil premium is now used to fund academic intervention work, rather than to support non-essential curricular visits. However, the school wishes to ensure that no student feels unable to participate in an activity because of their personal financial circumstances. Should a situation arise the student/family should make their need known and the school will look to support as far as it is able. Please refer to the school publication about financial support available.

### **Refunds Policy**

Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus where it is economic to process the refund, i.e. providing it exceeds £10 per student.

Where surpluses are not refunded, they will be transferred to a Student Support fund within the School Fund account;