

St Joseph's College

CHARGING POLICY

Date of Latest Review:	June 2016
Next Review Date:	June 2017
Policy Available for Staff at:	Website/VLE
Policy Available for Parents at:	Main Office
Headteacher:	Ms M Roberts

Charging Policy

1. Introduction

1.1 Purpose of Policy

The purpose of this policy is to ensure that there is clarity over those items which St Joseph's College will provide free of charge and for those items where there may be a charge. This policy is in keeping with the appropriate legislation. No charges will be made for admission to the college.

2. Books and Other Materials

2.1 Books and other Materials

Normally books and other materials are provided free of charge and remain the property of St Joseph's College. A charge is made to parents where;

- GCSE & A Level students need to annotate text in a book.
- Books or other materials are defaced, damaged or lost.
- Ingredients or other materials are used in Design & Technology.

3. Educational Activities for students

3.1 Guiding Principle

St Joseph's College values strongly the extracurricular activities and similar experiences which, it is believed, enhance the educational process. No charges will be made for activities which take place wholly or mainly during normal hours when the college is in session except in the case of individual musical instrument tuition which is not a requirement of a syllabus for a prescribed public examination or of the National Curriculum, or for providing a coach to the playing fields at the request of parents for security reasons.

3.2 Voluntary Contributions

Voluntary contributions may be sought for activities during the college day which entail additional costs – e.g. field trips. If these are a necessary part of national curriculum studies, no student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available overall, then it may be necessary to review the activities offered.

3.3 Calculating of Voluntary Contributions

The rate of voluntary contributions requested for necessary educational activities will be no more than the total costs of the activity divided by the number of participating students.

4. Optional Activities for students

4.1 Charging for optional activities

On occasion, students may be offered the opportunity to participate in optional activities which do not form a necessary part of the national curriculum, but which may either enrich their learning or have a pastoral purpose. If there are expenses associated with these activities, then a charge will be made for participation. The cost of providing board and lodging for students taking part in residential activities, during or outside normal hours, must be met in full by parents.

4.2 Hardship

In cases of hardship, an application for financial support for participation in educational and optional activities can be made to the Headteacher and a decision will be made in accordance with the Hardship Policy.

4.3 Calculating Charges

When charges are made for any activity as defined above, they will be based on the actual costs incurred divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Where applicable, costs incurred will include:-

- Cost of supply teacher cover in the college for participating teachers
- Transport costs
- Admissions charges
- Fees for external facilitators / speakers

Costs may also include:-

- Refreshments
- Equipment hire
- Any other relevant costs associated with the activity

5. Out-of-hours Activities

5.1 Definition of out-of-hours activities

As part of its commitment to the Extended Schools agenda St Joseph's College provides opportunities for students, parents and members of the wider community to participate in a range of activities.

5.2 Charging for out-of-hours activities

Where activities are not fully funded by external sources, St Joseph's College reserves the right to charge an appropriate fee for participation.

6. Examination Fees

6.1 Charges for Examination Fees

St Joseph's College will not charge for public examinations offered to students *unless*:

- The examination is not one normally offered by the college.
- The student fails without good reason to complete the requirements of the examination (e.g. coursework).
- The student fails without good reason to attend the examination.
- The student has previously sat the examination but wishes to re-take to improve their grade. NB. This will not apply if re-takes are at the instruction of the college.
- The student withdraws from an examination after the examinations' board deadline date.

7. Loss of / Damage to Academy Property

7.1 Charges

If property belonging to St Joseph's College is lost or damaged as a result of student misbehaviour and/or negligence, parents may be asked to meet all or part of the cost of replacement.

8. School Fund Voluntary Contributions

8.1 Contributions

St Joseph's College is proud of the excellent facilities and opportunities available to students and of the high standards achieved, and it is anticipated that parents will wish to contribute to the School Fund. We will encourage parents to Gift Aid these contributions, thereby enabling the college to reclaim the tax from the Inland Revenue, thus considerably increasing their value. The funds generated are used to help meet the costs of providing those extra facilities for students not normally covered by government grants.