

Charging and Remissions Policy 2017

Monitoring

By	Review Period	Method
Full governing body	Annual	Meeting

Ownership: Chief Financial & Operating Officer
Revision History

Review	Changes	Next Review Date
September 2016		September 2017
September 2017		September 2018



MISSION STATEMENT

Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.

Purpose

This policy explains where and when St Joseph's may seek a contribution from Parents and Carers.

Legislation

Current legislation (The Education Act 1996) allows schools and colleges to seek voluntary contributions towards some activities which may otherwise not be possible. When sufficient contributions have been received then the activity will go ahead but if sufficient contributions have not been received the activity will be cancelled and parents who have contributed will be refunded. If the activity does go ahead and some parents have not contributed their child will not be prevented from taking part.

Examples of where the College may charge parents or carers are:-

School Trips - day visits and residential visits. The College will seek the full amount from parents or carers. Parents who wish may make additional voluntary contributions to assist in providing activities for low income families.

Deposit for the loaning of equipment such as musical instruments, cameras. This deposit will be kept by the College if the item is lost or damaged.

Contribution towards the cost of materials for practical subjects such as art materials, textiles, resistant materials and cookery.

Exams – The College may charge for examination entry where the examination is on the set list but the student was not prepared for it at St Joseph's or where the exam is not on the set list but the student wishes to take it. The College also reserves the right to charge for an examination where the student fails it without good reason.

Breakages and damage to College property. The College will request parents or carers pay for the repairs to College property if their child has wilfully damaged it.

Photocopying. The cost of excessive printing or photocopying will be charged at the following rates:-

3p for an A4 single sided print, black and white copy

4p for an A4 double sided, black and white copy

7p for an A4 single sided colour copy.

11p for an A4 double sided colour copy.

The student or staff member will be informed of this cost before the printing is undertaken. These costs are subject to change.

Lettings of the College buildings and facilities as published separately in the lettings booking form and cost document which is available on the College Website.

This list is not exhaustive and the Governing body will assess the need to charge Parents or Carers as occasions arise.

This policy applies to all employees of St Joseph's Catholic College and St Joseph's Enterprises Ltd.

Date of policy agreement 24 September 2012.

Date of policy review 26 September 2016

Date of policy review 18 September 2017

This policy is subject to annual review