



ALL SAINTS RC SCHOOL, YORK
Diocese of Middlesbrough



CHARGING POLICY AND REMISSIONS POLICY

"The blessing of the Lord brings wealth." Proverbs 10:22

1. Principles of the Policy

- The School does not lose money when its facilities are used by external people or organisations
- Charges are clear and fair
- Charges do not generally act as a deterrent to the use of the facilities

Although we aim to maximize the use of our facilities by the community, the publication of a schedule of charges does not in itself mean that the school is obliged to rent out its facilities upon request.

2. Definitions

'Charges' are the fees levied for the use of All Saints' facilities by external bodies.

3. Aims

To ensure our costs, including administrative, caretaking, upkeep and other costs are covered and, overall, a small profit is made.

4. Implementation

- No charge shall be levied for a usage supporting the normal educational performance, sporting, social or other activity of the School itself
- Local Parishes, the Diocese and other legitimate Catholic organisations will be charged no more than the cost to the school of the usage
- The charges may be amended, either upwards or downwards, for a particular event with the agreement of the Chair of the Finance Committee if he or she is of the opinion that this is appropriate

5. Roles and Responsibilities of Staff

Annually, the Governors' Finance Committee, on the advice of the School Business Manager, will establish the charge to be applied for the use of the various facilities.

6. Charging Students

The school may, in accordance with the Education Act 1996: Sections 449-462, charge for or invite voluntary contributions for the following:

- Damage, loss or any other incident-related cost incurred as a result of a pupil's behaviour deemed inappropriate by the school
- The cost of ingredients and materials if parents have indicated a wish to own the finished product
- Costs associated with individual or small group tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum)
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education
- The cost of entering a pupil for a public examination not prescribed in regulations and for preparing for such an examination outside school hours
- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Fees and charges associated with an examination result assessment
- If a pupil fails without good reason (as determined by the Headteacher) to complete the examination requirements for any public examination for which the governing body has paid, or is liable to pay, an entry fee may be recovered from the parent regardless of whether the examination is prescribed
- The provision of any documentation that the school has no statutory obligation to provide
- Any legal costs related to proceedings for the recovery of unpaid charges

7. Residential Trips

The school will charge for the cost of board and lodging during residential school trips. Deposits for educational visits are non-refundable. Refund of the balance is only available if a student is found to take the vacated place or the third party body organising the trip gives a refund.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit
- Guarantee State Pension Credit
- An income related employment and support allowance introduced on 27 October 2008

8. Voluntary Contributions

The school will ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution will be genuinely voluntary, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. If insufficient voluntary contributions are raised to fund a visit then it must be cancelled.

9. Remissions

This policy will be available on the school website and upon request from the Headteacher's Secretary.

10. Roles and Responsibilities of Staff

Annually, the Governors' Finance Committee, on the advice of the School Business Manager, will establish the charge to be applied for the use of the various facilities.

11. Monitoring, Evaluation and Review

The Governing Body will review this policy every three years and assess its effectiveness and implementation.

12. Availability

This policy will be available on the school website and upon request from the Headteacher's Secretary.

Person Responsible	Business Manager
Reviewed by:	Governors Finance Committee
Last Review Academic Year:	2016-2017
Next Review Academic Year:	2019-2020