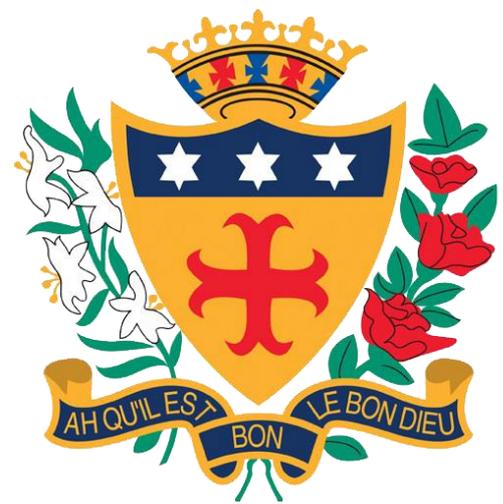


# Notre Dame Catholic College

180 Great Homer St,  
Liverpool L5 5AF



## Charging Policy

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 1 of 5
S Holden	Finance, Premises and Staffing Committee	21/10/21	Annual	1	

# *Opening Hearts, Minds and Doors*

## **Charging Policy**

### **Contents**

<b>Section</b>	<b>Content</b>	<b>Page</b>
1	Why do we have this policy?	3
2	Purpose	3
3	How does the school respond?	3
4	Educational visits	4
5	Music tuition	5
6	Conclusion	5

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 2 of 5
S Holden	Finance, Premises and Staffing Committee	21/10/21	Annual	1	

## Why do we have this Policy?

### Creative Curriculum – The Art of making a Difference

The Charging and Remission Policy for Notre Dame Catholic College conforms to the requirements of Section 449-462 of the Education Act 1996 and to the policy of Liverpool School Improvement Service.

### Purpose

- ❖ To give clear guidelines to teachers and parents about the parameters within which the school may levy charges and within which it is possible to operate educational visits.
- ❖ To ensure that the school facilitates every opportunity for educational visits which will enhance learning for pupils.

## How does the School Respond?

Charges will be made for all of the following:

- ❖ Costs associated with individual tuition in the playing of a musical instrument, whether in or out of school hours, unless this tuition is part of National Curriculum Music.
- ❖ Activities which take place wholly or mainly outside school hours and which are not provided as part of the syllabus for prescribed public examinations 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 the pupil for such an examination outside of school hours.
- ❖ Re-sits of prescribed public examinations where no further preparation has been provided by the school.
- ❖ Board and lodging on residential visits.
- ❖ Non-residential or residential activities wholly or mainly within school hours which are not a required part of the syllabus for a public examination for which the pupil is being prepared by the school, or which are not provided.
- ❖ As part of the National Curriculum or the provision for Religious Education, will be financed through voluntary contributions from parents, or will be charged for where such a charge can be lawfully made.
- ❖ Whilst no charge will ever be made to parents or pupils for the supply of books, materials or equipment used in preparation for prescribed public examinations, the school may charge for or require the supply of ingredients and materials where parents indicate in advance that they wish to own the finished product.
- ❖ The school may charge for any materials, books, instruments or equipment were the child's parents wishes him / her to own them.
- ❖ If a pupil fails, without good reason, to complete the examination requirements for any public examination, then the fee may be recovered from the parents. Failure

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 3 of 5
S Holden	Finance, Premises and Staffing Committee	21/10/21	Annual	1	

to complete the examination requirement might include failure to complete coursework requirements and/or failure to sit the final examinations. Good reasons would normally include illness, for which a medical note would be required.

- ❖ A charge may be made by the school where a pupil is responsible for causing loss or damage to school property, books or equipment including ICT devices.
- ❖ Parents of pupils travelling to work experience will be required to fund the transport costs, except in the case of statemented pupils where the statement refers to transport.

## Educational Visits

Charges will be made for board and lodgings on residential visits except in cases of statutory remission where families receive benefits.

- ❖ On visits taking place wholly or mainly during school hours, charges may be remitted for those pupils whose parents are in receipt of Income Support or Family Credit
- ❖ Non-residential or residential activities wholly or mainly within school hours which are not a required part of the syllabus for a public examination for which the pupil is being prepared by the school, or which are not provided as part of the national curriculum or the provision of Religious Education, will be financed through voluntary contributions from parents, or will be charged for where such a charge can be lawfully made.
- ❖ In all cases, a letter indicating the arrangements will be sent out to parents before an educational visit and it will be pointed out that the visit will only take place if sufficient funds are available from voluntary contributions.
- ❖ Remission will be given where a parent or carer is on:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Support under Part V1 of the Immigration and Asylum Act 1999
  - The guaranteed element of Pension Credit
  - Child Tax Credit (provided you're 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 you stop qualifying for Working Tax Credit
  - Universal Credit – if you apply on or after 1<sup>st</sup> April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 4 of 5
S Holden	Finance, Premises and Staffing Committee	21/10/21	Annual	1	

## Music Tuition

All pupils will pay £5.00 per lesson.

Those pupils taking GCSE or A Level Music and receive additional lessons will not be charged if it is an essential part of the national curriculum.

## Conclusion:

The school will at all times co-operate with parents in regard to educational visits and other chargeable activities of any kind. This Charging Policy will be reviewed in the light of pertinent legislation.

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 5 of 5
S Holden	Finance, Premises and Staffing Committee	21/10/21	Annual	1	