

St Joseph's College

CHARGING POLICY

Date of Latest Review:	May 22
Next Review Date:	May 23
Policy Available for Staff at:	Website
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

GCSE & 'A' Level Books are purchased by parents. Exception: Students who are eligible for pupil premium or 16-19 Bursary funding will have the cost of their books funded through these funds as per the hardship and 16-19 Bursary policy.

A schedule of charges is made to parents for;

Lockers	A one off payment in year 7 for the time the student is at St Joseph's College	£10.00
DT Contributions in years 7, 8 & 9	Food & other Materials used in Design & Technology	£18.00 per year
Replacement of Lost Door Card	A student is given a door card free of charge on entry to year 7	£5.00 per card
Replacement of Lost Planner	A student is given a planner free of charge at the start of each year	£3.50
Replacement of lost 16-19 Bursary Bus Passes	Eligible 16-19 Bursary students who apply for a bus pass are given their original pass free of charge.	£10.00
Department photocopied Revision Guides	The cost is dependent on the size of booklet. The charge will cover the cost of producing the booklet.	Approximately £5.00
Art Materials/Pack	For year 7 students only. The cost will cover materials.	Approximately £8

Subject Learning Packs	Additional learning resources	Approximately £10 each subject
Books, equipment and other items belonging to the school are defaced, damaged or lost.		Charged at cost of the replacement.
Homework club	Attendances of staff/officers children are free of charge.	£6 per session
Photocopying	Years 7 to 11 are given £10 worth of photocopying credits to use during the year. VI Form students are given £15 worth of photocopying credits to use during the year.	Additional credits available on request at £10.00 per block
Optional Activity including trips	See section 4	See section 4, and in conjunction with the trips policy
Out of hours activities such as Duke of Edinburgh and including trips	See section 5	See section 5, and in conjunction with the trips policy
Exam resit fees for internal students & exam fees for external students	See section 6	Variable amount dependent on the cost of exam, admin and invigilator costs
Loss of damage to academy property	See section 7	Variable amount dependent on the cost of the damaged item
School Fund Voluntary Contributions	See section 8	Variable amount decided by the donor

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. Examples of these are Duke of Edinburgh, summer activities and trips. 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

Exceptions will be given where there are 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 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. See section 4.3 calculating charges.

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.
- The student is an external student and all costs will be agreed prior to entry.

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.