



OAKLANDS CATHOLIC SCHOOL

AND

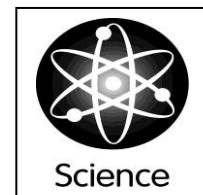
SIXTH FORM COLLEGE

CHARGES AND REMISSIONS POLICY

APPROVED BY GOVERNORS	21 MARCH 2011
REVISION DUE	MARCH 2014
MEMBER OF STAFF RESPONSIBLE	BUSINESS MANAGER
STATUTORY / NON-STATUTORY	STATUTORY



Community



Unity

Opportunity

OAKLANDS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE
CHARGES AND REMISSIONS POLICY

A STATEMENT BY THE GOVERNING BODY:

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards our students' spiritual, personal and social education. This is key in meeting the mission of the school.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Charges Policy

In the light of the Education Reform Act 1988, the Governing Body is required to publish their Charges and Remissions Policy.

The Act clearly outlines the activities for which the school may make a charge and therefore the Governing Body reserves the right to make a charge for following activities organised by the School.

Activities in School Hours (*See Note Below)

The board and lodging element of the following residential courses:

Sixth Form residential Field Trips for example Geography and Biology
Sixth Form, Year 11 and Year 10 Residential Visits to St Cassians.
Year 9 Camp – Year 8 to St Aignan. Any other similar residential course.

The full cost to each student of the following activities deemed to be optional extras taking place outside school

NB: The ski trip to Villach, Austria and the Spanish Study Trip to Santander fall outside school hours, but is also organised by a third party (i.e. a tour operator). These trips are not affected by the Act's requirements and the full charge may be made by the third party.

1. Individual Instrumental Tuition

Parents requiring instrumental tuition will be required to make a contribution to the overall cost. Under The Charges for Music Tuition (England) Regulations 2007 students who are looked-after are entitled to instrumental and vocal tuition without charge. The governors are resolved to ensure that Musical Tuition continues within school, however the cost of tuition to the school has to be sustainable. The Governors reserve the right to make reasonable adjustments to the charges for tuition to ensure the service is sustainable.

3 Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects:

Food Technology, omit Craft Design Technology, Art & Design.

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated or it is understood in advance that they wish to own the finished product.

4 Examination Fees

GCSE / KS4 qualification and 'A' Level initial registration and entry exam fees are paid by the school. Students re-sitting GCSE papers by following a year's course during Year 12 at Oaklands, and students returning to Oaklands to repeat their A2 level studies in 'Year 14' will have their registration and entry exam fees paid by the school.

Re-sits of modular papers at KS4 will be paid for by the school, up to a prescribed number of permitted re-sits in a subject as agreed by the school.

At 'A' Level, retake fees for first and any subsequent retakes are paid by the candidate.

Where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student. The Governing Body may also make a charge for students sitting non-prescribed examinations whether or not prepared by the school. Examples include

- 1. Entrance fees for re-sits of a Module exam where allowed the decision to re-sit is not supported by the subject Department in question.**
- 2. Entrance fees for a subject a student is studying elsewhere.**

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements. This will be pursued in writing to the candidate and their parent/carer.

5. Copies of Pupil Records

The Governing Body have resolved to make a **charge of £10.00** when a pupil's records are requested by their parent or guardians.

6. Work Experience

Parents will bear the cost of transport between home and the Work Experience Placement of their child. If a student is in receipt of free travel provided by the Local Authority then they should make representation to the LA in respect of additional costs incurred during a work placement.

7. Additional Tuition

Occasionally during the year, the school may engage the services of professional groups to enrich and extend the opportunities available to pupils. This could involve twilight, holiday or Saturday sessions. These sessions are non compulsory and families will be asked to cover the costs. If the school deems these to be an integral part of the curriculum relevant to a particular scheme of work they will offer this opportunity to all appropriate pupils and may ask for parental contributions.

8. Education at other establishments

The governors recognise that parents and carers have a responsibility to arrange transport to and from school. On occasions this is subsidised by the LA for eligible families. On occasions opportunities exist for students to seek provision elsewhere for example, 14-19 curriculum or increased flexibility programme. In these cases the liability for the cost of transport remains with the parents/carers

9. Text Books

Students studying at AS and A2 level will be charged a refundable deposit of £30 to cover the cost of text books.

Breakages

The Governing Body may ask parents to pay the cost of breakages to equipment, neglect or vandalism of books, furniture or the fabric of the building where it is reasonable to say that the breakage occurs as a result of vandalism and/or malicious or negligent behaviour.

Remissions

Where the parents of a student are in receipt of Income Support or Family Credit, the Governing Body will remit in full the cost of board and lodging for any residential activity for a pupil if the activity is deemed to take place within school hours and where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

However, in the case of a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions

In the case of activities deemed to take place during school hours, where the Governing Body may only make a charge for the board and lodging element or no charge at all in the case of a day trip – then voluntary contributions may be requested.

The Governing Body would wish to emphasise that there is no obligation for the parents to contribute and that no student would be omitted from the activity because his/her parents are unwilling or unable to contribute. **However the Governing Body would wish to make it equally clear that activities such as those listed below would not take place if parents were reluctant to support them through voluntary contributions:**

**Boulogne
St Aignan
Residential Visits**

**Year 9 Camp
All Activities in Activities Week**

What is meant by inside or outside school hours?

When an activity takes place partly during and partly outside school hours, the following method is used for calculating whether, according to the Law, the activity is deemed to take place during or outside school hours.

- a) Non-Residential Activity: Where more than 50% of the time spent on the activity falls during school hours, the activity is deemed to have taken place inside school hours, e.g. Day trip to Cherbourg.
- b) Residential Activity: A trip which starts at noon on Wednesday and finishes late on Sunday (9 half day sessions including 5 school sessions) is deemed to take place during school hours.
- c) A trip which takes place on Thursday lunchtime and finishes on Sunday evening (7 half day sessions including 3 school sessions) is deemed to take place outside school hours. (Parents are reminded that there are 2 school sessions per day: a.m. and p.m.)