



Charging and Remissions Policy

Reviewed May 2020

1. **AIMS**

- 1.1 To be a Catholic school where all members of the community live according to Gospel values and the principles and teachings of Mary Ward, promoting the virtues of freedom, sincerity, justice, truth and joy, to allow all members of the community to feel secure and able to work and live in an atmosphere of courtesy and respect.
- 1.2 The Governors seek to ensure that the values of Mary Ward are reflected in the planning and delivery of all policies. The principle values covered by this policy are:
 - Justice – This policy ensures that the school will recognise those who are on the margins while rightly pursuing those who fail to make a proper contribution for the good of all.
 - Joy – this policy ensures that all pupils are able to enjoy the benefits available in a Loreto education, regardless of ability to contribute.
- 1.3 To create a caring and stable environment, in which each person is respected as an individual with unique gifts, talents and ambitions, and is given the freedom and confidence to develop these.

2. **GUIDING PRINCIPLES**

- 2.1 The Governors and senior staff appreciate the responsibility entrusted to them to manage public funds in an appropriate manner and to this end take on board all legislation, instructions from the ESFA and the advice of their accountants.

3. **CHARGING POLICY**

- 3.1 The School's policy is to charge for the following areas of activity as permitted under the Education Act 1996:
 - Board and lodging on residential visits
 - Costs associated with individual tuition in playing a musical instrument whether in or out of school hours
 - Optional extra 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, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made.
 - The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours.
 - The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school.
 - The cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination.
 - The cost of any scrutiny of examination results if so requested by parents.

- The cost in cash or in kind of ingredients and materials needed for practical subjects such as home economics and craft, design and technology, if parents have indicated in advance a wish to own the finished product.

4. **REMISSIONS POLICY**

- 4.1 One third of the charge for the board and lodgings costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of:
- Income Support.
 - Income-based Jobseeker's Allowance.
 - Income-Related Employment and Support Allowance.
 - Child Tax Credit (providing they are not also entitled to Working Tax Credit and they don't get more than £16,190 a year).
 - Pension Credit (guarantee Credit).
 - Support under Part VI of the Immigration and Asylum Act 1999.
 - Working tax credit run-on – paid for 4 weeks after they stop qualifying for Working Tax Credit.
 - Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

For example, if the activity takes place wholly or mainly in school hours, and/or is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

- 4.2 The School operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from the Bursar.
- 4.3 The School will pay for 15 minutes tuition for academic year 2019/20 for Years 10 and 11 GCSE Music students and then academic year 2020/21 for Year 11 GCSE Music students only, this will cease from academic year 2021/22. The School will pay for 30 minutes tuition for A Level students.
- 4.4 It is school policy that money owed to school must be paid before pupils are permitted on extra-curricular trips.