



CHARGING AND REMISSIONS POLICY

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MISSION STATEMENT

St Thomas More is a Catholic school and, as such, we attempt to follow the example of Jesus Christ in our work, worship and relationships.

Our aims are:

- To be a prayerful community based on Christian values, notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals;
- To provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others;
- To give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so;
- To encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity;
- To help children grow into confident, open, resourceful young people with a sense of responsibility and of service.

Introduction

The Governing Body is committed to the general principle of free school education. It recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a student's education. The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential Activities Held During School Hours

Charges may be made for the board and lodging and travel element of those residential activities which take place during school hours. Such charges when applicable will be calculated on a case by case basis and must not exceed the actual cost.

Activities Held Out of School Hours

These will sometimes include day and residential experiences. Charges may be made for these activities to recover actual cost except where they are provided to fulfil statutory duties relating to the National Curriculum.

Such charges will be calculated in order to meet the cost of travel, any materials and equipment, non-teaching staff costs, entrance fees/activity fees, insurance costs.

Examination Fees

No charge will be made for a prescribed public examination for which a student has been prepared by the school unless the student has failed without good reason to meet any examination requirement of the syllabus. "Examination requirement" in this context is defined by s462 of the 1996 Act. It means a requirement of a student must meet in order to qualify for assessment for the purposes of determining his/her achievements in

that exam in that syllabus; for example, a failure to hand in coursework that is a requirement for the assessment of that exam. This includes exam re-sits.

The Local Governing Body of the School recognises that the legislation prohibits charges for:

- entry for a prescribed public examination, if the student has been prepared for it at the school.
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

If a request is made from a parent or student for a public examination to be re-marked then this charge will be requested from the parent or student, if in the opinion of the relevant Head of Department the request is not warranted or justified. (In the event that the re-mark secures a higher grade this fee would be refunded).

Voluntary Contributions

The Governing Body may invite parents to provide voluntary contributions in support of any school activity, whether during or outside school hours.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may not take place

Materials & Textbooks

Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge may be made.

Music Tuition

The school levies charges in respect of individual music tuition and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Breakage and Damage to School Property

The Governing Body reserves the right to request payment from parents where their children have caused breakages or damage to school property where this is as a result of the student's behaviour.

Lettings

The Governing Body reserves the right to let internal and external areas of the school for community and public use. The lettings fees charged will at a minimum reflect any running expenses incurred and staffing costs.

Remissions and concessions

Consideration regarding charging exemptions and concessions will be given to the following groups:

- Pupils in receipt of Pupil Premium
- Charitable bodies whose aims and objectives are in line with those of St Thomas More RC Academy

This will be determined on a case by case basis and authorised by the Director of Finance & Support Services, or the Deputy Headteacher.

Policy Review

This policy will be reviewed annually by the Governing Body Finance Committee.