

THE SACRED HEART LANGUAGE COLLEGE



CHARGES & REMISSIONS POLICY

“Confident in God’s love for us, we commit ourselves to His service”

September 2021
Readopted Annually

Context

Our mission statement is encapsulated in our belief that 'Confident in God's Love for Us, we commit ourselves to his service'. At The Sacred Heart Language College we are committed to ensuring that all are of equal worth, secure in the knowledge that all are created in Christ's image. Our actions are governed by our living testament to the Gospel values of justice, fairness, respect and equality. These beliefs underpin our commitment to disability equality.

The Sacred Heart Language College believes that all students: should have the right to feel safe, secure and cared for, and should have access to appropriate support, care and education which includes the support to manage their emotions and their behaviour including taking account of, and for their responsibilities.

Policy Ratified by Governors: 17/05/2016

Signature:



Mr J. Coyle (Chair of Governors)

Policy Readopted: September 2017



Mr J. Coyle (Chair of Governors)

Policy Readopted: September 2018



Mr J. Coyle (Chair of Governors)

Policy Readopted: September 2019



Mr J. Coyle (Chair of Governors)

Policy Readopted: September 2020



Policy Readopted: September 2021



Mrs M. Barrett (chair of Governors)

POLICY STATEMENT

The Governing Body of The Sacred Heart Language College fully subscribe to the principle embodied in law, that no charge should be made for activities which are a normal part of the school timetable. This covers all aspects of the curriculum, including materials, equipment and transport to take pupils between the school and an activity (e.g. sports grounds).

However, the Governing Body also welcomes the provision within the Education Act which allows schools the right to invite voluntary contributions in support of activities organised by the school for the benefit of the pupils. Furthermore, the Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences make towards pupils' personal and social education and development.

Our school encourages a wide diversity of such extra-curricular activity as part of the richness on offer in its broad and balanced curriculum. In order to preserve the fullness of this experience for the pupils, the Governing Body reserves the right to make certain charges. These charges will be termed "**voluntary contributions**" and parents are asked to accept, with a common-sense approach, that some of these activities will not take place unless they are fully supported by such "**voluntary contributions**".

Certain activities, particularly music tuition for instrumental lessons, will be regarded as "**optional extras**" and the Governors reserve the right to pass on the total cost of these in the majority of cases. There will also be certain other categories, detailed in this document, where charges will be passed on to the parents for materials and equipment needed in the school.

Governors are committed to ensuring that no charge will be made for any activity which is essential for the education of our pupils and which is part of their education entitlement. Where certain charges are indicated in this document, the Governors will be prepared to consider full or part remission of this in cases where families are in receipt of additional financial benefits. pupils, e.g. pupil premium students or families on income support.

VOLUNTARY CONTRIBUTIONS

Many activities that enrich the life of the school and the development of pupils cannot take place unless parents accept to fund this partly or in full. Such activities include all school journeys, certain aspects of field trips (such as board and lodging), most visits organised by the school during the school day and certain sports or games activities (unless deemed to be part of the National Curriculum). Parents will be advised in writing in each instance of the charge, and of the arrangements for payment through Parent Pay. They will also be advised of the possible cancellation of the activity should there be insufficient "**voluntary contributions**".

Text books are a vital resource in teaching. They are provided by the school as part of the pupil's education entitlement. However, a Book Fund may be set for each pupil as a voluntary contribution. Such a charge is to augment the school's resources and to develop a sense of responsibility for books and equipment.

Voluntary contributions may also be requested for materials or items which are for the individual use of a girl at certain times in her schooling at The Sacred Heart Language College (e.g. lockers, revision tapes, disks). Where ingredients, materials and equipment are needed for practical subjects such as Technology, parents will be asked in advance for their agreement to take ownership of the finished product and will therefore be expected to supply or to pay for the required materials.

OPTIONAL EXTRAS:

The Governors reserve the right to pass on the full cost of activities deemed to be "Optional Extras". These include **visits outside normal school hours**, e.g. theatre visits in the evening and **individual instrumental tuition** (not part of National Curriculum or the GCSE course). Such optional extras may also include certain materials dedicated to the sole use of an individual pupil (e.g. Portfolio cases such as used in Art and Technology). Optional extras include participation in school journeys, particularly school journeys abroad.

EXAMINATIONS:

The School will fund the cost of examination entries for public exams. However, the Governors reserve the right to charge for:

1. the entry of pupils into public examinations that the school has not prepared pupils for in the year in which entry is made.
2. the entry fee if a pupil fails, without good reason, to complete the examination requirements for any prescribed public examination
3. the entry fee if the pupil fails to attend the exam without medical certificate or clear good reason.

BREAKAGES AND FINES:

Resulting from a pupil's behaviour, parents may be charged the cost of any wilful damage to school property or the loss or damage of any books or materials supplied by the school.

NO PUPIL WILL BE DISADVANTAGED IN RELATION TO OTHERS AS A RESULT OF THIS POLICY.

The Governors will continue to keep this statement of charging and remission policy under review through the operations committee.