

Date ratified at Full
Directors' Meeting
23 March 2016

Review Date
Resources Committee
March 2018

St John the Baptist



Catholic Multi Academy Trust

THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

'To think, to feel, to do' Pope Francis

St John the Baptist Catholic MAT
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB

CHARGING AND REMISSIONS POLICY



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

Charges for School Activities

The Directors of St John the Baptist Catholic MAT has determined the charging policy across the various schools and these are the activities and materials for which you will be charged:

- **Music tuition:** individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are in receipt of Income Support; Income Based Jobseeker's allowance; an income – related Employment and Support Allowance (this benefit was introduced on 27th October 2008) ; Support under part IV of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose total income (as assessed by the Inland Revenue) does not exceed £16,190 or the Guarantee Element of the State Pension credit are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the relevant Headteacher.

Charges for extra-curricular school activities or trips:

A charge will be made for activities or trips where the student's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees and any other costs specifically for the activity. In the event of a surplus of £5.00 or less per student taking part in the trip/activity, the surplus will be paid into the School fund account for the sole benefit of future educational visits or expenditure undertaken by the general student population. It is not possible to retain the surplus for individual students. The organiser of the trip/activity will remind parents/guardians of this policy when advising the total estimated cost of the trip/activity.

Refund for extra – curricular school activities or trips:

Refunds for extra-curricular school activities or trips will only be given at the discretion of the Headteacher or when the total trip/activity has been cancelled by the school or organiser, less any non-refundable deposits. The organiser of the trip/activity will advise parents/guardians if any deposits taken will be non-refundable when advising of the total estimated cost of the trip/activity.