



This policy ensures the right of every pupil to a free school education. All activities offered wholly or mainly during normal teaching time will be available to all pupils, regardless of parents' ability or willingness to contribute to the cost.

The governors recognise the valuable contribution that a wide range of activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional operational activities.

The policy ensures that the school has a right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside normal school hours.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

The school may make a charge for the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

Re-sits of exams, re-marking of papers and copy papers, all incur a fee to the school which will be passed onto the parent.



4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities, although voluntary contributions may be requested.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - part of the National Curriculum
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. A nominal fee towards the cost of



insurance may be included. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**see section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an activity where charges will be made.

Other optional activities, which the Governors will make charges for, include:

Activities Day

A range of activities is available to students. As these activities take place during a normal school day, donations are requested from parents to cover such trips. The school will provide an on site activity which has no cost, to ensure all students can take part in an alternative activity.

Games Afternoon

In addition to physical activities provided on site, a number of other activities are provided to enhance the range of experiences that the students will have during their time at the school. These include activities such as swimming, bowling, squash, canoeing, (climbing – Sixth Form only) and will require an additional charge. Payment will be required on the first day of such activities or alternative provision will be provided at school. The Governors recognise that genuine financial hardship should not preclude any student from experiencing the whole range of activities.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.



7. Residential activities

Richard Challoner will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours, although voluntary contributions will be requested.

We will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours (see section 5).

Extra Curricular Activities and Trips During Holiday Periods

The cost of these trips must be borne by parents of pupils participating in such trips. The school is unable to provide financial support for such trips, regardless of free school meal eligibility. Examples of such trips include: the annual ski trip, evening visits to the theatre, etc.

8. Music tuition within school hours

Richard Challoner School will follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).



The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The governors are committed to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals. There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

9. Extended services

Richard Challoner may at times, provide extended day services, which could include breakfast and after school provision or homework type clubs. Charges may be made to cover any cost incurred in providing these services.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- income-based Jobseeker's Allowance



- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The headteacher and bursar will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the bursar and headteacher.

12. Voluntary contributions

Richard Challoner School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

All parents are asked for contributions into the school fund, at £20 per month (£240.00 per year), and these contributions help to fund, amongst other things, the iPad scheme which is operated at school.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

In any case where an activity cannot be afforded without voluntary funding (for example school trips to a museum or theatre), this will be made clear to the parents by the school. If the activity is cancelled by the school, all monies paid will be returned to parents.

13. Inability or unwillingness to pay

The governors are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.



14. Lettings

The school will levy a charge for the hire of facilities, to cover labour, wear and tear and energy costs. The school will endeavour to ensure these charges are competitive in relation to other similar local facilities whilst, at the same time, will cover all costs to the school associated with the letting. Such charges apply to the hire of the school halls, classrooms, sports hall, MUGA and playing fields.

The charges for school bookings vary dependant on the number and types of rooms required; the fees are agreed when the booking is made, and will include a charge for the number of staff required to be on site.

The letting charges are set out below and will be reviewed annually.

Next review due: January, 2025

Review Cycle: Annual