

St Bede's Catholic College



Charging Policy

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Rationale

St. Bede's seeks to provide a broad and balanced education free for all pupils at the point of delivery. Each pupil is entitled to equality of opportunity in all spheres of their education. To provide enhancement of the curriculum requests for voluntary contributions on a non-profit making basis, may sometimes be made. This policy pays due regard to Section 457 of the Education Act 1996.

Guidelines

Financial contributions may be sought for the following:

- Board, lodging and travel costs on residential visits.
- Activities wholly or nominally outside of school hours.
- Examination entries where the school has not prepared pupils in that examination year.
- Re-scrutiny of examination papers.
- Recovery of examination fees.
- For the charges made by a third party for the provision of an activity extra to the curriculum.
- Ingredients and materials where parents have indicated that they wish to own the final product.
- Individual music tuition.
- Travel expenses incurred by the pupil for work experience.
- The cost of travel, admission fees etc. On school trips.
- To reimburse the school, where appropriate for the loss or damage of school property caused by a pupil.
- Gift Aid (a contribution of £60 per family per year) optional.

Procedures

- All monies should be clearly accounted for by the member of staff responsible.
- Receipts should be issued for any amount over £10 (a copy to be retained in school).
- Account sheets should be maintained by the member of staff responsible for an activity and should be available for scrutiny.
- All monies should be stored/banked with the college finance department in accordance with standard school procedures.
- Staff organising activities should make any financial implication known to parents in advance of the activity.
- Staff should seek to ensure that no pupil is disadvantaged by their inability to make a financial contribution.
- Staff should indicate to parents when an activity will run only where there is sufficient voluntary funding, ensuring at all times that no pupil is disadvantaged. In such circumstances the following paragraph should be included in all letters:

"This trip is not a necessary part of the syllabus requirement in this subject but is designed to enhance the learning experience of the pupils. To cover the cost of the trip we are asking parents to make a voluntary contribution of £___. If this does not raise sufficient funds, we may be obliged to cancel the visit since we do not feel it appropriate to redirect funds that would normally be used to purchase books and equipment to subsidise the trip."

In cases of hardship reference should be made to the member of staff responsible for pupil welfare, Mr O'Rourke.

Conclusion

This policy has been drawn up after consultation with staff and has been endorsed by the Governing Body and will be evaluated and updated regularly.