



SAINT · AMBROSE · COLLEGE

Charges & Remissions Policy

B.R. 13

Aim

The aim of this policy is to set out what charges will be levied for activities in Saint Ambrose College Edmund Rice Academy Trust (“SACERAT”), what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of SACERAT is responsible for determining the content of this policy and the Accounting Officer (the Principal) for its implementation. Any determination with respect to individual parents will be considered by the Principal.

Activities for which charges cannot be made -

The Governing Body recognises that legislation prohibits charges for the following:

- A. Education provided during College hours (including the supply of any materials, books, instruments or other equipment) if part of the College Curriculum.
- B. Education provided outside College hours, if it is part of the College Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the College.
- C. Tuition for pupils learning to play musical instruments, if the tuition is required as an essential part of the College Curriculum, or part of a syllabus for a prescribed public examination syllabus that the pupil is being prepared for at the College’s request.
- D. Entry for a prescribed public examination, if the pupil has been prepared for it at the College.
- E. Education provided on any trip that takes place during College hours that is part of the College Curriculum or part of a syllabus for a prescribed public examination syllabus that the pupil is being prepared for at the College’s request.
- F. Education provided on any trip that takes place outside College hours if it is part of the College Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the College, or part of religious education.
- G. Supply teachers to cover those teachers who are absent from the College accompanying pupils on College Curriculum trips or examination course essential trips.
- H. Transporting registered pupils to or from the College premises, where in the past, the local education authority has had a special statutory obligation to provide transport.
- I. Transporting registered pupils to other premises where the Governing Body or in the past, the local education authority has arranged for pupils to be educated.

- J. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the College.
- K. Transport provided in connection with any trip if it is an essential part of the College Curriculum, or an essential part of a syllabus for a prescribed public examination that the pupil is being prepared for at the College

Activities for which charges may be made -

The Governing Body and Principal will consider asking parents to meet the costs of the activities detailed below. The charges will not exceed the cost of the provision and will be proportional for each pupil. This list below is only an indication of the example of situations where a charge may arise and is not a full and complete list.

<u>Activity</u>	<u>Notes</u>
Residential and 'non-compulsory' trips	Information about activities and costs to be distributed to parents well in advance of any trip. A specific form shall be completed to the satisfaction of the Principal. This includes an estimate of the total cost (to be paid by parents) and may include travel, necessary materials & equipment, instruction fees, entrance fees, insurance costs and so forth.
Vocal and musical instrumental tuition	Charges to cover any additional costs <u>incurred by the College</u> , beyond any element covered by public funding. (N.B.: peripatetic tutors contract directly with parents, charging their bills to the account of parents only)
Public examinations	Fees charged to College from the examination boards may be passed-on to account of parents for instances such as, for example, where pupils are re-sitting or having their scripts re-marked. Where the examination board subsequently returns the individual fees (e.g. in the case of a grade being raised), College refunds parents.
Examination fees where a pupil fails without good reason to sit an exam	After consultation and agreement with parents

Breakages, repairs and replacements as a result of damage caused willfully or negligently by the pupil	Charges will not exceed total replacement /repair costs, including an element of labour costs where repaired internally.
Malicious fire signal or improper use of Fire Refuge Station communication apparatus	Where no genuine reason exists for a pupil to activate fire systems, costs incurred by College from attendance of Fire & Rescue will be passed-on to account of parents. These costs may be avoided if the College's Appointed Fire Marshals are able to officially stand-down the Fire & Rescue Service.
Extra-curricular activities and clubs	Charges to cover any additional costs incurred by the College, beyond any element covered by public funding.
Negligent loss of College property or services	Charges will not exceed total rectification costs, including an element of labour costs where solved internally.

The College will make every effort to ensure that all information clearly defines costs and activities as simply and clearly as possible and is communicated well in advance. The nature of 'deposits' must be made clear and in which cases they are refundable or non-refundable. Trip organisers must produce a detailed estimate of all anticipated costs. College maintains an insurance policy which may cover medical expenses, travel delays and loss of property. A detailed information pack is available from the Bursar and should accompany the trip (as it contains emergency contact details should a situation arise which is insured against). Payments from parents should only be received via the online ParentMail +Pay P.M.X. system; cash and cheques being disapproved of.

Remissions

As far as its resources allow, the College will support pupils and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision, where a voluntary parental contribution may be necessary, for any activity to be financially viable. This applies particularly to those pupils whose families receive support payments, such as those detailed below. While each case for support will be reviewed sympathetically, and in full confidence, the College itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its pupils.

Pupils whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to apply to the College for some remission of charges for certain College trips.

The relevant support payments include:

Income Support

Income Based Jobseeker's Allowance

Support under the Immigration, Asylum and Nationality Act 2006

Child Tax Credit, where the parent is **not** entitled to Working Tax Credit and whose annual income (as assessed by H.M.R.C.) does not exceed the threshold from time to time in force

Additionally, College administers a **16-19 Bursary Fund**. Pupils may apply for on-going and/or specific funding for education-related Sixth Form activities. Further information is available from College's Finance Office. Confidential financial support may be available to help eligible pupils overcome specific barriers to participation. The final decision will be made by the Principal.

Voluntary Contributions

The Principal may ask parents for a voluntary contribution to support College activities.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will apply:

- a) That the contribution is considered genuinely voluntary and a parent is under no obligation to pay.
- b) That pupils at the College will not be treated differently whether or not their parents or others have made any contribution on their behalf in response to the request.

- c) The activity may not take place if insufficient contributions are received.
- d) The suggested amount requested is not excessive

Other charges

The Principal and Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report or documents provided in accordance with provisions in the Data Protection Act 1998.

College meals

The Governing Body in conjunction with the Catering Manager will determine and publish the price to be charged for College meals. A system exists to provide pupils in receipt of a free school meal allowance their meal anonymously.

Refunds to parents

Where an individual trip or activity has inadvertently created a surplus in the College's funds, such proportional amount per pupil-participant where it exceeds £30 shall be refunded to parents.

Refund accounting procedures

Further information is contained in B.R. 21 (Standing Orders: Financial). Amounts received from parents under this policy are treated in the accounting system as though they are refundable and represent amounts owing by College to parents. They are, in effect, a debtor under a 'deferred income' nominal ledger account. In many cases, they are not truly refundable, so where College has paid disbursements such as a tour operator's bill, this is not genuinely refundable to College from the tour operator (in accordance with the tour operator's terms and conditions). Any resulting surplus or loss on that individual trip or activity is written-to the Profit & Loss Account when the trip or activity has occurred. This is recorded in the non-GAG elements of the College financial statements.

External assurance

Financial systems which are invoked by the above situations are externally audited annually by the College's External Auditor. In addition, the Internal Auditor also reviews and evaluates College compliance with this policy. They report their findings to governors and the Department for Education.