

# **ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS**



## **Charging and Hardship Policy**

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# Contents

	<b>Page</b>
Mission Statement	4
Introduction	6
Charging	6
Voluntary Contributions	6
Education Outside School Hours	6
Curriculum Related Trips including those which are Residential	7
Musical Instrument Tuition	7
Public Examinations	7
Books and Equipment	8
Wilful Damage and Loss	8
Other Charges	8
Financial Assistance	8
Monitoring and Evaluation	9



## **Mission Statement**

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum delivered in modern facilities, equipping students with the ability to meet the challenges of the 21<sup>st</sup> Century confidently, and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

We are a fully inclusive, Catholic girls' secondary school meeting high academic standards, promoting spirituality, pastoral care and the Catholic community.

We recognise in all our relationships the dignity and value of each person showing one another mutual acceptance and respect.

***'Act justly, love tenderly, walk humbly with your God.'***

## **Introduction**

This Policy takes regard of the law and guidance issued by the Department for Education (DfE). The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. This policy must be regularly reviewed.

The Governing Body of St. Anne's believes that all its students should have an equal opportunity to benefit from school activities and visits independent of their parents' /carers' financial means. This charging and hardship policy describes how we will do our best, within our financial constraints, to ensure a good range of visits and activities is offered. At the same time we will try to minimise the financial barriers which may prevent some students taking full advantage of these opportunities.

## **Charging**

We will levy charges where the law allows us to do so but will offer limited financial assistance.

## **Voluntary Contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to students. All our requests for voluntary contributions will emphasise their voluntary nature and the fact that the daughters of parents/carers who do not make such contributions will be treated no differently from those who have.

The Law tells us:

- If an activity cannot be funded without voluntary contributions parents/carers will be notified of this from the outset.
- No student will be excluded from an activity solely because of their family's inability to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent/carer is unwilling or unable to pay their daughter will be given an equal chance to go on the visit.

## **Education Outside School Hours**

Charges will be made for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or do not form part of the school's basic curriculum for religious education.

This means that charges for activities that happen outside school hours, including holiday periods, which the law describes as 'optional extras' are permissible; for example, music tours and ski trips. Parents/carers who wish their child to take part in 'optional extras' must

pay the amount required by the school to cover the cost of the trip. This will be stated on the first letter proposing the trip.

## **Curriculum Related Trips including those which are Residential**

If most of the time spent on either a residential or non-residential trip is during school hours or which meets the requirements of the syllabus for a public examination, or is part of the National Curriculum then the school will seek voluntary contribution as no charge can be made.

The exception is that a charge can be made for the residential element (board and lodging) of the educational trip. If a student is registered for Free School Meals then a charge will not be made. Other families may apply for remission (see Financial Assistance below).

## **Musical Instrument Tuition**

Charges may be made for teaching either an individual student, or groups of up to four, to play a musical instrument (including voice), if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

The School has agreed to fund music lessons with the Enfield Music Service (EMS) for 'pupil premium' students.

We will **not** make a charge for any musical tuition provided as part of the GCSE or GCE music curriculum. Families who have funded private music tuition for their daughters who opt to take music as an examination subject are asked to continue to do so.

## **Public Examinations**

No charges will be made for entering students for public examinations that are set out in regulations. An examination entry fee may be charged to parents if:

- the examination is on the set list, but the student was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the student to take it;
- a student fails without good reason to complete the requirements of any public examination where we originally paid or agreed to pay the entry fee; or
- parents/carers have decided that their daughter should re-sit an exam, whether or not they have received guidance from the school, and an exception has not been granted.

See 'Financial Assistance' Below

## **Books and Equipment**

The school does not currently charge for textbooks but reserves the right to collect a deposit at KS4. It is expected that any text books or other equipment which are issued to students in relation to their studies will be returned in a state of good repair. Failure to return text books or equipment or the returning of such in an unusable condition will result in parents/carers being invoiced for the cost of purchasing a replacement. Should a deposit have been paid which does not cover the cost of a replacement the school reserves the right to charge the difference.

## **Wilful Damage and Loss**

Should any part of the school's estate be wilfully damaged the student's family will be liable for the cost of repair or replacement.

## **Other Charges**

If it is unclear whether a charge can be levied reference will be made to the DfE's guidance publication '*Charging for School Activities*'.

## **Financial Assistance**

Families who claim Free Schools Meals (FSM) can make application to the Hardship Fund for assistance with the costs of a curriculum related trip, equipment, kit or public exam retake. The student must be registered for FSM with the school.

Other families may also make application to the Hardship Fund.

An additional qualifying criterion is attendance of at least 95% in the last full term of school (for students in Year 7, attendance of 95% or above since starting St. Anne's). Allowances will be made for certified medical absences.

The Headteacher will administer the Hardship Fund and seek the advice of the Chair of Governors as necessary. Applications for financial assistance should be made to the Headteacher.

Grants are generally limited to a maximum of £20 per student per academic year but the Headteacher may exercise discretion.

The School administers a Post-16 Bursary Fund from a budget provided by the Education Funding Agency (EFA) . This is operated outside of this policy but guided by its principles.

## Monitoring and Evaluation

<b>ARRANGEMENTS FOR MONITORING AND EVALUATION</b>	<b>Bi- Annual</b>
<b>DATE ESTABLISHED BY GOVERNING BODY:</b>	<b>January 2004 (major revision 2012)</b>
<b>DATE REVIEWED:</b>	<b>November 2016</b>
<b>DATE FOR NEXT REVIEW:</b>	<b>March 2018</b>
<b>RESPONSIBILITY:</b>	<b>School Business Manager</b>