

# ST. DAMIAN'S RC SCIENCE COLLEGE



## Charging and Remissions Policy

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|------------------------|------------|
| Approved by Governors: | March 2024 |
| Date to be reviewed:   | Annually   |

## CHARGING AND REMISSIONS POLICY

This charging policy has been compiled in line with DfES requirements and in accordance with S457 of the Education Act, 1996.

### 2. College Trips

#### College Trips and enrichment

No charge will be levied in respect of day trips that take place during college hours or are part of the curriculum (but also refer to section 8).

#### Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

#### Residential trips - Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations charges will apply to cover the cost of the trip (as detailed). Please ensure that you have the funds to cover the cost of the trip levied before applying for a place. If insufficient payments are received the trip will be withdrawn:

- i) If the amount of college time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) If the amount of college time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### 3. Examination Entries

- A charge will be levied in respect of examination entries for private candidates where the college has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where:
  - The college has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered, and the pupil's parent/guardian wishes the pupil to be entered.

In these circumstances, if the pupil subsequently passes the examination, the college may refund the cost.

- A charge may be levied for pupils re-sitting an examination.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the college paid or agreed to pay the entry fee.
- The charge levied as above will be the cost of the examination entry, plus any applicable centre fee.

### 4. Materials, Textbooks, Revision Guides and other resources

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the college provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### 5. iPad/laptops

The college may allow eligible pupils access to a school iPad/laptop to assist students with their studies in accordance with the iPad/laptop E-learning Contract [Appendix 1] which must be signed by school, parents and pupils.

### 6. Activities Outside College Hours

- No charge will be made for activities outside college hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

- If a pupil is prepared outside college hours for an examination that is not set out in regulations (the full list of which is available from the college), a charge will be levied for tuition and other costs.
- For all other activities outside college hours, a charge up to the cost of the activity will be levied.

### **7. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of college property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the college. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **8. Voluntary Contributions**

Where the college cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the college, the college may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **9. Lettings**

The college will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the college, e.g. the charge will be based on the site staff overtime costs. This will be in line with the college Lettings Policy, and taking consideration of the LA community lettings and the PFI contract.

### **10. Other charges**

The Headteacher, Finance Committee or 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.

### **11. Remissions Policy**

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **C13 Charging Policy Addendum**

### **Pupil Premium Pupils:**

In line with the Pupil Premium Policy certain financial support may be provided to pupils who meet the Premium criteria for items ordinarily chargeable within the Charging Policy which are deemed to support the National Curriculum and meet the requirements of the syllabus for public examinations. This ensures that pupils from families with financial constraints do not miss vital teaching and learning experiences.

Appendix 1

IPad/laptop E-learning contract

St Damian's RC Science College



Student e-learning contract  
for iPads/laptops/school devices

**Name of Student:** \_\_\_\_\_

To help ensure pupils are able fully access their learning, ICT devices may (at some point) be issued to pupils we invite you to commit to the principles outlined in this contract.

As a school we are prepared to provide all of the support and maintenance needed to make this work, but we also need the commitment of parents and students. As you read through this contract you will see a summary of the e-learning commitment that the school is making to the students and to you as parents. It also outlines the commitment that will be needed from home, and from the children themselves, to make this work.

When you have read these sections, we invite you and your child to sign the contract and return it to school. This will help to ensure that we are all working together to achieve success.

Please note that this is a legally binding contract, if you choose not to sign the contract, we will not issue your son / daughter with a iPad/laptop/ICT device. If you choose not to accept the contract, please contact school. If any device is taken home at any point we would also strongly advise that you take out the necessary insurance cover for the device whilst it is outside of school i.e. your home contents insurance should cover the iPad/laptop as you are taking financial responsibility for the time your child has the iPad/laptop

#### **As a school we have agreed to...**

At a total cost of £ . per device (to be paid for by the school):

1. Issue students with a iPad/laptop, charging unit and protective case/bag to protect against scratches.
2. Carry out regular checks on the iPad/laptop to ensure the virus scan and system software is up to date.
3. Install a range of software, including Windows 10, MS Office 365 and Anti-Virus.
4. Provide training on the use of and maintenance of the device.

The iPad/laptop MUST remain on the school premises at all time and must be returned when your child leaves the school or before 31<sup>st</sup> May \_\_\_\_\_ whichever is the sooner, at which point this contract will cease.

**As a student...**

In addition to abiding by the rules within the Acceptable Use Policy in the student planner: (Please initial each of the following points)

|   |  |
|---|--|
| 1. I will look after the iPad/laptop very carefully all of the time and ensure that it is charged every evening, ready for use the next day.  |  |
| 2. I will bring it to school every day, in a suitable bag, unless told not to do so.  |  |
| 3. I will always carry it around in the proper sleeve/case/bag, when not in use.  |  |
| 4. I will not add any graffiti and/or any other decoration.   |  |
| 5. I will take care when the iPad/laptop is transported that it is as secure as possible (e.g. not visible in a vehicle; not left unattended on a bus or around school).  |  |
| 6. I will make sure the iPad/laptop is not subject to careless or malicious damage (e.g. as a result of horseplay).   |  |
| 7. I will take reasonable precautions to prevent the introduction of computer viruses. If in any doubt whether a virus has contaminated the iPad/laptop, I will report any suspected virus activity to a member of the school ICT team. |  |
| 8. I will take care when transporting the iPad/laptop in my school bag that is not overloaded or contain items which may damage the iPad/laptop (e.g. drinks).  |  |
| 9. I will not access any inappropriate material whilst using the iPad/laptop or save any inappropriate material to the iPad/laptop. (This is monitored by software)   |  |
| 10. A no point will I try to make any repairs or upgrades to the hardware.  |  |
| 11. I will ensure that correct procedure is used always to power down the computer, as failure to do so may result in lost files.   |  |
| 12. I will not attempt to change the administrator password or to create new profiles as this may result in lost data.  |  |
| 13. I agree to return the iPad/laptop when requested to do so, and in any case before 31 <sup>st</sup> May ____   |  |

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For school use only*

Asset Tag No:

As the Parent/Carer of : \_\_\_\_\_

I agree:

1. To ensure that my child understands how to care for and protect their computer.
2. To report any loss or damage (including accidental loss or damage) promptly to the school ICT team.
3. To report any faults in hardware or software promptly to the school ICT team.
4. To ensure that the iPad/laptop is returned, when requested.
5. To ensure that the computer is returned at the end of Year 11 ( before 31<sup>st</sup> May \_\_\_\_), or if the student leaves the school for whatever reason before then, or at any other time upon request of school staff.
6. To make sure the iPad/laptop is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites and chat rooms.
7. To prevent software being installed, other than those permitted by the school, without prior permission. Programmes loaded without permission will be removed by technical staff.
8. That if the iPad/laptop is lost or stolen, I will be liable for the cost of replacement £XXX.
9. That I will pay the cost of replacing or for repairs if the school believe that my son/daughter has caused damage to the iPad/laptop.
10. That as parent/carer I will take responsibility for the appropriate use of the laptop purchased by the school for the full use of students.

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_