



### **St Richard Reynolds Catholic College** (including the Primary and High Schools)

**Policy:** Charging Policy

**Date of publication:** January 2017

**Date of approval by Governing Body:** January 2017

**Date of next review:** As required

This policy applies to both St Richard Reynolds Catholic High School and St Richard Reynolds Catholic Primary School, unless explicitly stated.

#### **No charges will be made for admission to the College.**

No charges will be made for activities which are part of the planned curriculum provision except in the case of peripatetic subjects, e.g. individual musical instrument tuition.

The College believes extra and co-curricular activities and experiences are a vital part of a rounded education. The cost of these activities must be met by parents / carers. The cost of providing board and lodging for pupils taking part in residential activities, during or outside normal hours, must be met in full by parents / carers.

The cost of activities which involve all the students on a course and which take place wholly or mainly during normal hours will be met by seeking a voluntary contribution from parents / carers. Any activity for which parents / carers are invited to contribute will only proceed if the total costs of the activity can be met and hence, in certain instances, if voluntary contributions are inadequate, the proposed activity might have to be cancelled.

The College authorities desire that all pupils should be able to benefit from educational activities available regardless of parental income. Hence, parents / carers are assured that in the case of genuine financial difficulties they should discuss the matter, in the strictest confidence, with the business manager, who may be able to provide assistance.

#### **Public Examinations**

The College will pay the entry fees for a public examination for a pupil whom the College has prepared for that examination, except in the case of an examination re-sit in which case the cost must be met in full by the parents / carers. When the College agrees to enter a pupil for an examination for which the pupil has not been prepared by the College, the cost of entry must be met in full by the parents / carers. If a pupil fails to sit a public examination or fails to complete coursework for an examination without good reasons, the College may seek to recover the fee.

The College reserves the right not to enter a pupil for any examination if it is judged that there is good reason to do so. The vice principals will remain arbiters of the circumstances which constitute good reason.

### **Books and Other Materials**

Years 7 - 11 Books and other materials are provided free of charge and remain the property of the College.

Parents / carers may be charged for defaced, damaged or lost books and workbooks and pupil planners.

A fee will be charged to hire locker keys for the year and there is an additional charge for a replacement key should the key be lost (high school only).

Parents / carers may be asked to meet the cost of damage to College property and will be charged for any wilful damage to College property. This may also include accidental damage caused by failure to follow College procedures.

Parents / carers may be requested to pay for ingredients or materials used in practical subjects (e.g. food or design technology projects) and the finished product will become the property of the pupil.

Parents / carers of children in the reception class are asked to make a voluntary contribution to cover the cost of additional activities, such as cooking or seasonal activities.

### **Additional Equipment**

Heads of Department and Heads of Faculty are empowered to request the provision of additional materials and equipment.

Parents / carers are also requested to provide or pay for the following:

- Scientific calculator
- Dictionary
- Good News bible
- Subject revision guides

### **School Shop Transactions**

The College charges a 0.9% fee on credit card transactions and 0.4% on debit cards (updated January 2017). This equals the charges paid by the College for these transactions.

The Charging Policy at St Richard Reynolds Catholic College is in keeping with appropriate legislation.

The governing body seeks to provide the best facilities and opportunities for pupils at St Richard Reynolds Catholic College. All parents / carers are expected to contribute to the Governors' Fund and will be encouraged to make their donations through Gift Aid thereby enabling the College to reclaim the tax from HMRC. The funds generated are used to help meet the costs of providing those extra facilities for our pupils not normally covered by government grants.