



## St Richard Reynolds Catholic College

**Policy:** Charging Policy

**Date of publication:** October 2022

**Date of approval by Governing Body:** November 2022

**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 College, as it may be possible for assistance to be provided.

### **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 lockers for the year (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 Primary School 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

### **Scopay Transactions**

Parents/Carers are asked to make payments via the on-line payments system (Scopay). There are no charges for payments made using this method.

### **School Meals (Primary School and Years 7 & 8)**

Part of our unique community feel at St Richard Reynolds is that all our students in the primary school, year 7 and 8 eat a hot lunch together every day.

Students who are not entitled to free school meals will be charged a set amount per day decided by the Governing Body. The current cost of a mandatory school meal can be found on the College website.

Payment for school meals must be made by parents/carers in advance via the on-line payments system (Scopay).

### **Year 9 & above**

For years 9 and above, there is an optional “grab and go” lunch service. This provides a range of options that students will be able to pay for via a cashless catering system.

### **Governors Fund**

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.