

CARDINAL POLE CATHOLIC SCHOOL



Charging & Remissions Policy

Approved by Signed: Date:
Governors

A rectangular box containing a handwritten signature in black ink.

25/01/2024

Review due date
(annually):

January 2025



CARDINAL POLE
CATHOLIC SCHOOL

OUR MISSION

‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

Contents

Cardinal Pole School Vision	3
Mission Statement	3
1 Aims	3
2 Guidance	3
3 Charges	3
3.1. Breakfast	3
3.2. Lunch meals	3
3.3. Food vouchers	3
3.4. After School Clubs. Enrichment Programme	3
3.5. Learning Materials and Stationary	4
3.6. Uniform.....	4
3.7. Laptops.....	4
3.8. Work Experience	4
3.9. Optional Extras. Trips and Visits	4
3.10. Charging for residential activities	5
3.11. Examination Fees	5
3.12. Music tuitions	5
3.13. Performances.....	5
3.14. Loss or damage of school resources	5
3.15. Community Users	6
4. Voluntary contributions.....	6
5. How we calculate charges	6
6. How we raise money to subsidise visits, experiences, and opportunities	6
7. Remissions – What to do when parents/carers cannot meet charges.....	6
8. ParentPay	7
Appendix A – Application for Remission from Charges	8

Cardinal Pole School Vision

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

Mission Statement

Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration** and **reward**, founded on Catholic values.

1 Aims

At Cardinal Pole Catholic School (CPCS) we are passionate that students' learning, and life, experiences are enriched by the opportunities they can gain from coming to our school. We recognise the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards students' personal and social education. This policy sets out our approach to charging and remissions.

Cardinal Pole aims to:

- Ensure families know what Cardinal Pole Catholic School will and will not charge for and where voluntary contributions will be requested.
- To ensure transparency in setting charges, so that parents know how charges are determined.
- To enable families to understand how Cardinal Pole Catholic School uses its budget to pay for enrichment opportunities for children and parents.

This policy does not apply to charges made and determined by other organisations offering activities and services on School premises.

2 Guidance

The policy follows the Department for Education advice on Charging for School Activities <https://www.gov.uk/government/publications/charging-for-school-activities>

3 Charges

3.1. Breakfast

Breakfast is free to all students between 7.45am and 8.30am, Monday to Friday during term time.

3.2. Lunch meals

Cardinal Pole will charge all pupils not entitled to Free School Meals an amount determined by the Governing Body of the school. No charge will be made for food to students entitled to Free School Meals up to the value of £2.50 (a set meal).

3.3. Food vouchers

Cardinal Pole will charge all pupils not entitled to Free School Meals an amount determined by the Governing Body of the school.

3.4. After School Clubs. Enrichment Programme

After school clubs are part of our enrichment programme. Clubs run from 3pm to 4pm, Monday to Friday.

Staff lead our enrichment activities as part of their directed time. There are enough clubs for every student to participate in at least one enrichment activity. We draw on the School's Pupil Premium funding to support some of the associated costs.

Cardinal Pole reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in after school clubs, for example cooking club. This will be at the discretion of the school and reviewed on annual basis.

Additional activities may be organised to meet demand when students show a real motivation for a particular area of specialism. Cardinal Pole reserves the right to charge for activities where we do not have a skills base.

3.5. Learning Materials and Stationary

Cardinal Pole will not charge for learning materials, such as books/notebooks, that are essential to the KS3 and KS4 curriculum. The school sells stationary to further support our community. These are priced at cost.

Parents/carers are encouraged to purchase the learning materials for students in KS5. Bursaries are available upon application for Children Looked After (CLA) and pupils eligible for Free School Meals.

Cardinal Pole reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours (for example during art, design and technology lessons) where parents/carers have confirmed that they wish to own the finished product. Value will be at the discretion of the school.

3.6. Uniform

All students in Years 7 to 11 are expected to wear the school uniform with pride. Mandatory school uniform and PE kit are clearly described on the school's website, please follow the link for more information <https://www.cardinalpole.co.uk/page/?title=Uniform&pid=162>

Parents/carers are required to pay for school uniform. Cardinal Pole works in partnership with Rough Cut Casual <https://www.roughcutcasuals.co.uk/home/>

Parents/Carers are encouraged to contact the school when in need of support. Cardinal Pole keeps a bank of pre-loved uniform that can be given away.

3.7. Laptops

Parents/carers are encouraged to purchase laptops for students in KS5.

Cardinal Pole will sell laptops for students starting in Year 12 at costs. Parents will be able to pay in three instalments. Defined vulnerable groups and students eligible for Free School Meals can apply for 50% discount. Bursaries are available upon application.

3.8. Work Experience

Work experience helps young people to explore their strengths, weaknesses, and skill gaps. Cardinal Pole works very hard to enable rewarding work experience placements for our students. Work experience usually takes place during the summer term. It involves a minimum of 5 days outside school to attend a workplace. Parents/carers are encouraged to cover the costs of travel and meals during the work experience period. Students eligible for Free School Meals will be awarded a meal allowance of £2.50 per day.

3.9. Optional Extras. Trips and Visits

Cardinal Pole endeavors to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of such activities and their estimated cost. Parents/carers consent will be obtained for a pupil's participation in any activity for which a charge is made. Any charge will depend upon the type of activity, its cost, and the number of participants. This charge will not exceed the total cost of providing the activity.

Where an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges will be made.

3.10. Charging for residential activities

At Cardinal Pole we value how residential experiences can positively impact learning experiences beyond school. The opportunity to live out Values learnt in school and build confidence and personal characteristics beyond the classroom can be incredibly powerful for young people. As such we aim to facilitate annual residential for a period between 3 to 5 days.

If the activity is during school hours, charges will be made for the board and lodging element of such activities. Parents/carers will be notified in advance of these activities and their estimated cost, and consent will be obtained for a child's participation in the activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.

All charges for residential trips will be made in line with government guidelines and will consider the circumstances of parents. The charge will not exceed the actual cost. Some families may be exempt from paying the cost if they are able to evidence they are in receipt of certain benefits. Please refer to the Remissions section of the policy for further details.

Cardinal Pole reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.

3.11. Examination Fees

No charge will be made for the entry fee of the first examination attempt when the subject is listed on the school's curriculum and the student has been prepared at the school. If a student fails without reasonable cause to complete the examination requirements of any public examination for which the school has paid the entry fee, the fee involved will be recovered from the student's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the student, the fee payable by parents/carers may be remitted by the school.

Where a student and his / her parents wish to enter a public examination for a subject/course not delivered by the school, a charge for the cost of entering the student for the examination may be taken. This will be agreed by the parents/carers before sitting the exam.

Cardinal Pole recommends which candidates should be re-entered for exams in cases when students did not reach their potential grade. Re-entries under these criteria will be at the school's expense (Exams Office).

Parents/carers can request to pay for a re-sit if the school has not already recommended for this to take place. In this circumstance, and where the school has not prepared the pupil for the examination, Cardinal Pole will have the right to charge for the exam entry fee.

The school may charge parents examination appeal or re-mark fees where the school does not support a re-mark. These fees will be fully reimbursed if the appeal or re-mark is successful.

3.12. Music tuitions

The instrumental music lessons fee is £30 per term. Tuitions are delivered with the agreement of parents/carers. 97% of instrumental music tuition costs are sponsored by the school currently.

3.13. Performances

Media Studies gives pupils the chance to develop a critical understanding of the role of the media in daily life. Pupils combine practical and theoretical knowledge and gain a valuable insight into the way the media works.

Cardinal Pole will aim to organise 1 or 2 productions a year where our student can share their learning and achievements with parents, friends, and family. The school reserves the right to sell admission tickets for each production. Parents/carers of students entitled to pupil premium will be offered a concession of 50% of the value. Cost will depend on the nature of the performance. Parents/carers will be informed in writing the arrangements for the productions.

3.14. Loss or damage of school resources

The cost of repairing damage and replacing school property or equipment (lost, defaced, or damaged) remains the responsibility of the parents/carers when this damage or loss is the result of their child's

behaviour or negligence. Parents/carers are reminded that students should not bring valuables into the school and understand that Cardinal Pole takes no responsibility for any lost item.

3.15. Community Users

The school does not let its premises and facilities out to members of the local community and other organisations with the Local Authority, businesses, charities, and sports clubs.

4. Voluntary contributions

Cardinal Pole may in certain circumstances invite parents/carers to make a voluntary contribution towards activities that are exempt from charging.

Where contributions are requested they are simply to support an expensive activity or opportunity being offered to your child that the school cannot subsidise in total from its budget.

Principles around voluntary contributions:

- Students whose parents do not wish to contribute will not be treated any differently.
- No pupil will be excluded from the activity if their parents do not contribute.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled and any contributions collected, returned.

5. How we calculate charges

Cardinal Pole seeks best Value for Money (VFM) when research the activities and opportunities for our students and families. We are lucky that in London there are a huge array of experiences and opportunities 'on our doorstep' and so we look to utilise these to our advantage wherever possible.

Living in inner-city London does though have some drawbacks and so some of the activities that we are committed to in terms of broadening students' horizons and experiences that we really value can in turn be very expensive – for example – Residential trips.

In calculating charges, we take into consideration:

- Any associated equipment that is necessary as part of the 'extra' activity/offer.
- The cost of building use and accommodation.
- The cost of additional / non-teaching staff.
- The cost of teaching staff working under contracts to specifically provide the extra activity/offer.

We ensure that any charge cannot exceed the actual cost of providing the extra activity (i.e., we are not allowed to make a profit on it) and so any cost will be divided equally by the number of pupils participating in it.

6. How we raise money to subsidise visits, experiences, and opportunities

- **Applying for grants:** We actively seek to secure grants to support the experiences of pupils at our school.
- **Premises Lettings:** We are exploring the opportunities to let part of our building. Cardinal Pole will work with community initiatives to help generate income that will supports the learning and experiences of its pupils, families, and staff.

7. Remissions – What to do when parents/carers cannot meet charges

Parents/carers may apply to for remission of charges in whole or part towards the costs for activities or for financial support to purchase uniform items. This is available on a case-by-case basis. Cardinal Pole may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the discretion of the senior management of the school. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.

We understand that sharing financial challenge can be uncomfortable for some families but it is important that parents/carers keep in mind School Leaders are eager to help, will have likely worked with other families in similar situations, and are committed to ensuring all students can experience the wonderful opportunities Cardinal Pole offers.

When arranging a chargeable activity, Cardinal Pole will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form (Appendix A) and forward it to the Finance Department, if requested, provide proof of their income or benefit.

Authorisation of remission will be made by the Headteacher on behalf of the Local Governing Body. All parents/carers, however, will have the right of appeal the decision, normally represented by the Chair or Vice-Chair of the Local Governing Body.

Parents/carers providing proof of being in receipt of one of the following will be given full remission of charges for chargeable visits:

- Universal Credit (as prescribed in government guidelines on roll-out).
- Income Support.
- Income-based Jobseeker's Allowance.
- Child Tax Credit, with annual income of £18,190 or less where the household does not receive Tax Credit.
- The Guarantee Element of the State Pension Credit.
- Support under part VI of the Immigration and Asylum Act 1999.
- Other exceptional circumstances may be considered by the senior management team at the school.

In the case of uniform support or other chargeable activities remissions will be at the discretion of the Senior Management Team.

8. ParentPay

Cardinal Pole Catholic School uses ParentPay platform to receive money from parents/carers paying for chargeable activities and resources. ParentPay is cashless system to remove the possibility of loss or theft of money from students. All charges for income of any nature from parents/carers must be made through ParentPay.

Appendix A – Application for Remission from Charges

Name of student. Year group	Name of parent/carer:
Date:	Signature of parent/carer:
Total cost:	
Amount you are requesting from the school for support:	
Activity/funding required for:	
Reason for application/circumstances: <i>(Please provide details of benefits currently received)</i>	

To be completed by the school
Granted <input type="checkbox"/> Not granted <input type="checkbox"/>
Amount and breakdown of subsidy granted:
Approved by:
Where is funded from?

Distribution List: (if applicable)

Finance Department	
Headteacher	
Trips Leader	
Other	