



Cardinal Griffin Catholic College

Policy on Charging and remissions

Reference: CGCCPOL019

Statement of Intent and purpose

Cardinal Griffin Catholic College believes that all pupils should have an equal opportunity to benefit from College activities and visits (curriculum and extra-curricular) independent of their parents' financial means. This charging and remission statement of general policy, describes how we will do our best to ensure a good range of visits and activities and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy is in accordance with the Guide to the Law for School Governors, the 1996 Education Act and the 1988 Education Reform Act.

This policy, upon request, will be made available to parents and stakeholders in the college.

Compulsory charges may be made for the following activities:

1. Materials, books, instruments, or equipment where the child's parent wishes him/her to own them
2. Optional extras
 - Education provided outside of College time that is not;
 - Part of the national curriculum,
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the College,
 - Part of religious education.
 - Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the College,
 - Transport, except where;
 - The local authority has a statutory responsibility to provide transport to College,
 - Where the governing body has a responsibility to transport pupils to alternative premises for them to be educated,
 - Transport enables a pupil to meet an examination requirement when they have been prepared for the examination at the College,
 - Transport provided in connection with an educational visit.
 - Board and lodging for a pupil on a residential visit,
 - Extended day service offered to pupils (for example breakfast club, after-College clubs, tea and supervised homework sessions)
3. Music and vocal tuition in groups of any size
4. Certain early years provision (which usually will not apply at our college)
5. Community facilities



Voluntary contributions

The college is also entitled to ask for voluntary contributions for the benefit of the college or any college activities. There is no obligation to pay a contribution, however many activities are unable to proceed unless sufficient contributions are received. Where activities cannot be funded without voluntary contributions this will be stated and the activities may not take place if sufficient funds cannot be raised. No pupil will be excluded from an activity where a voluntary contribution has been requested on the grounds that they have not made that contribution.

Where parents are unable to make the full contribution as a consequence of hardship, we will seek to discuss a contribution which is affordable prior to making a decision that the activity cannot take place.

Residential Activities

Special rules apply for residential activities. A trip counts as falling within College time if the number of College sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity. Each College day is normally divided into two sessions and each 24 hour period is divided into two half-days beginning at noon and at midnight.

On this basis, a term-time trip from noon on Wednesday to 9.00pm on Sunday would last for nine half-days, include five College sessions and would count as taking place in College time. A trip from noon on Thursday to 9.00pm on Sunday would count as seven half-days, include three College sessions and would be classified for charging as taking place outside College time. If fifty per cent or more of a half-day is spent on a residential trip, you should treat the whole of that half-day as spent on the trip.

If a residential activity takes place largely during College time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging.

Remission of fees for board and lodging

Parents who are in receipt of the following are exempt for paying the cost of board and lodging on College trips:

- Universal Credit in certain circumstances,
- Income support,
- Income based jobseekers allowance (IBJSA),
- Support under par VI of the Immigration and Asylum Act 1999,
- Child Tax Credit, provided that the Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2016/2017)
- The guarantee element of State Pension Credit,
- An income related employment and support allowances that was introduced on 27 October 2008,



Activity partly during College hours

Sometimes an activity may happen partly during and partly outside College hours. If most of the time spent on a non-residential activity occurs during College hours, that activity counts as taking place entirely in College hours and no charge may be made. (Time spent on travel only counts as being during College hours if the travel takes place during College hours.)

As an example, a long-distance trip might involve much travel before and after normal College hours, but if the time spent at the destination fell mainly within College hours, the trip would count as happening in College time and be free of charge.

By contrast, a trip that involved leaving College an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside College time. Charges would then be allowed.

Activity outside College hours

Parents can only be charged for activities that happen outside College hours when these activities are not a necessary part of the national curriculum or do not form part of the College's basic curriculum for religious education. In addition, no charge can be made for activities that are an essential part of the syllabus for an approved examination.

Charges may be made for other activities that happen outside College hours if parents agree to pay. The Education Act 1996 describes activities that can be charged for as "optional extras". It is up to the LA or governing body providing the activities to decide whether to make a charge.

Activity not run by the college or the Local Authority

When an organisation acting independently of the College or LA arranges an activity to take place during College hours and parents want their children to join the activity, such organisations may charge parents.

Parents must then ask the college to agree to their children being absent, just as they would if they wanted to take their children out of college for a family holiday. However, where an activity is organised by a third party and is approved by the college, is educational, or is supervised by someone authorised by the college, then it is the Department for Education's (DfE) view that it should be treated as if it were provided by the college and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the college premises, is an "approved educational activity" within the meaning of Regulation 4A (a) of the Education (Pupil Registration) Regulations 1995 (as amended).

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in Regulations. The governing body must enter a pupil for each examination in a public examination syllabus for which the college has prepared the pupil. This does not apply if the governing body thinks there are educational reasons for not entering the pupil, or if the pupil's parents request in writing that the pupil should not be entered. The LA may not override the governing body's decision on whether to enter a particular pupil for an examination.



An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the College;
- the examination is not on the set list, but the College arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside college hours for an examination that is not set out in Regulations.

The College pays GCSE, AS and A2 initial registration and entry examination fees, however retake fees, enquiries about results and access to scripts may incur charges. Please refer to the College's Examinations Policy for full details.

Musical Instrument Tuition

There is an exception to the rule about not charging for activities in College hours. The Education and Inspections Act 2006 introduced a regulation-making power, which allowed the DfE to specify circumstances where charges can be made for music tuition. The new regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

From September 2017 there will be a charge of £100.00 per instrument, per student per term* (term* – 3 per year, Autumn, Spring and Summer) for musical instrumental lessons. This is payable at the beginning of each term by cash or cheque. Any parent who requires assistance with this charge should refer to the Remissions section of this policy.

Pupils who have shared group lessons will be charged £80.00 per instrument per term.

Pupils entitled to receive free College meals are entitled to receive tuition of their first instrument at a reduced rate of £30.00 per instrument, per student per term* (term* – 3 per year, Autumn, Spring and Summer). Subsequent instruments will be charged at the full rate.



Copies of Pupil Records

The Governing Body have resolved to make a charge of £15.00 when a pupil's records are requested by their parent or guardians, subject to changes proposed in the GDPR in May 2018.

Replacement cost for loss or damage to College books

The Governing Body have resolved to make a charge of the replacement cost for loss or damage to college books.

College Minibus

Only the college's pupils, staff or parents may travel for a charge in the college's minibus.

(Colleges may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. In some cases, the permit exempts the college from Public Service Vehicle (PSV) operator and driver licensing requirements. A permit is not required if no charge is made in cash or kind.)

College Run Transport

The college will make a charge for transportation to and from college. Should a shortage of paid places exist, paid places will be allocated to prioritise younger pupils after having taken consideration of the amount of places required to fulfil the requirement to provide free places.

From 1 September 2017 the cost for the use of College transport will be £480 for the first child in each family and £395 for the second and subsequent child in each family. Family will be determined by the same criteria used in the admissions policy.

Remission of fees will be on the basis determined by Staffordshire County Council from 1st September 2017 to 31st August 2018.

In addition, subject to the availability of sufficient places fees on will be remitted for any pupil who attended St Joseph's and St Theresa's Catholic Primary School in Chasetown. This is because a private benefactor has provided a free bus, driver and fuel for those pupils.

Use of Premises

The Governing Body will not use their delegated budget to subsidise non-college activities. The Governing Body may charge some organisations more so that the extra funds can be used to subsidise other users. Overall community use will at least cover its own costs.

Please also refer to the Disability Equality Scheme and Accessibility Plan.



Lettings Charges from September 2017 will be:

Astroturf pitch:

Winter Tariff

Category	Third of pitch	Full pitch	Match 2 hours (Full)
Junior	£35.25/hr	£96/hr	£114
Junior contract*	£29.25/hr	£80/hr	£95
Junior bondholder	£24.50/hr	£61.50/hr	£80
Junior weekend	£25/hr	£55/hr	£95
Junior weekend bondholder	£21.25/hr	£46.75/hr	£80
Adult	£40.50/hr	£108/hr	£132
Adult contract*	£33.75/hr	£90/hr	£110
Twilight/weekend (adult only)	£30/hr	£90/hr	£110
Disability	£15/hr	£35/hr	
Development	£20/hr	£40/hr	

* = 10 weeks paid in advance

Summer Tariff

Category	Third of pitch	Full pitch	Match 2 hours (Full)
Junior	£21/hr	£48/hr	£60
Junior contract	£17.50/hr	£40/hr	£50
Junior bondholder	£15/hr	£34/hr	£42.50
Adult	£25/hr	£50/hr	£80
Adult (monthly) (A month paid upfront)	£80/hr	£160/hr	
Adult weekend	£22/hr	£45/hr	£75
Disability	£10/hr	£30/hr	
Development	£15/hr	£40/hr	

Bookings for less than 10 weeks are subject to VAT under HMRC rules.

Bondholder rate: £500-£1000/year

Bondholder discounts are included in prices above and assume the bond is paid in full in advance and that booking are for 10 weeks or more so as to qualify for VAT exemption



Other areas:

- £25.00** an hour for the use of the sports hall
- £30.00** an hour for the use of the College hall
- £20.00** an hour for the use of the playing field
- £20.00** an hour for the use of the gym
- £18.00** an hour for the use of a classroom
- £20.00** per session for the use of the Changing Facilities

The Resources committee will review these charges annually.

A separate Lettings Policy is in place.

Charges may not be made for:

1. Admission to the College
2. Education during College hours
3. Materials and Equipment*
4. Transport provided in College hours

No charge can be made for admitting pupils to maintained Colleges. Education provided during College hours must be free. This includes materials and equipment, and transport provided in College hours by the Local Authority (LA) or by the College to carry pupils between the College and an activity. "College hours" are those when the College is actually in session and do not include the break in the middle of the College day.

*This excludes items purchased in the College Shop, items which parents wish their child to own, and replacement of damaged items.

Remissions

Pupils whose parents are receiving the following, have the right to claim free activities:

- Income Support;
- Income based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The Guarantee element of State Pension Credit;



- Child Tax Credit, providing they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,010;
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

Parents should write to the Headteacher and provide evidence of proof.

In relation to Musical Instrument tuition this applies only to the first instrument. Subsequent instruments must be paid for at the full cost.

Other parents with difficulties are invited to write in confidence to the Chair of Governors, who may grant full or partial remission to any charges made by the College.

The College reserves the right to offset any funding received specifically for activities normally chargeable to students outside these parameters, against fees and charges met by the delegated budget or governors funds.

16 – 19 Discretionary Bursary Fund

From September 2014, this fund is provided by the government and is designed to assist Post 16 students. Eligibility for the Bursary shall be in line with the Remissions criteria listed in this policy. Assistance will be considered for:

- Trips relating to the Post 16 course.
- Equipment relating to the Post 16 course (any equipment given shall remain as College property and must be handed in at the end of the course).
- Examinations re-sit fees.
- Sporting activities directly relating to the Post 16 course.
- SCC Transport Subsidy.
- Travel to university open days.

Requests should be made in writing to the Head of Sixth Form.

Payment and cancellations for trips

The college operates College trips for the educational and social benefit of its pupils and does not seek to make a profit on the trips it operates. The college also does not pass on the costs of its own administration in dealing with the organisation or the cancellation of trips. However, as a public body, the college is responsible for ensuring that pupils are not unfairly penalised as a result of cancellations or parents/ carers not making payment for trips. In order to ensure fairness the college operates the following bookings and cancellation policy.

It is the policy of the college to collect from pupils/parents the amount of money required to run a trip on a payment schedule which allows the college to meet deadlines set by trip providers to make payment to them. The college therefore expects that payment schedules will be adhered to by parents. Where a payment is not received in time the College reserves



the right to remove the pupil from the trip. It is the parent/carer's responsibility to familiarise themselves with the payment schedule and to ensure they make payment at appropriate intervals. The college does not accept responsibility for chasing or reminding parents/carers.

The college also operates a policy for pupil cancellations to ensure that other pupils are not penalised with additional costs as a result of cancellations.

In the event that either a pupil is removed from a trip as a result of non-payment or cancels their place on a trip after payment has been made, the college reserves the right to follow the procedure outlined below:

- a) In the first instance the College will make reasonable efforts to offer the place to another pupil. If this is possible, then a full refund will be issued to the pupil who has cancelled or failed to make payment. Any administration fees charged by providers to change names will be withheld from the refund.
- b) If the place is cancelled due to an emergency which is covered by the College's trip insurance then a claim will be submitted. If successful, a refund of the cost of the trip, less any excess, will be made to the pupil who has cancelled.
- c) If an alternative pupil cannot be found or a cancellation/non-payment is not covered on the College's trip insurance, the College reserves the right to pass on to the pupil's parent/carer the costs incurred by the College in respect of cancellation. This will include, but is not limited to, any cancellation charges made by provider companies and the cost of the pupil's place on the transportation.
- d) Where payment has not been made, the College will seek to recover the owed amount through dialogue with the non-payer. However, the College reserves the right to pass on debt recovery to an agency or other organisation to recover the debt on its behalf. The cost of doing so will be passed on to the debtor.
- e) Where a payment has not been made, the College reserves the right to refuse access to any of the parent/carer's children on other trips until the debt has been cleared and to insist on payment by cash or card either in full or in part.

By providing permission for a pupil to attend a trip, a parent/carer is signing to agree to make payment according to the established payment schedule and is giving their agreement to these terms and conditions.

Debt recovery

The Governing body has a responsibility for ensuring that appropriate procedures are in operation to enable the college to receive all income to which it is entitled. Outstanding debts present a real risk to the ongoing financial viability of the college as well as a reputational risk if there is a perception that there is inconsistency in requiring payments for similar goods and services. By actively managing our debts we can ensure that the resources that can be provided to children can be sustained and delivered.



A debt recovery policy has been developed to support the College's Financial Regulations and is stated below:

1. The college will actively pursue the collection of monies owed to it.
 - a) Debts owed by pupils / parents
 - The college will maintain a charging and remissions policy which will set out the system for establishing charges which can reasonably be made to students / parents
 - If the student is not an adult, the parents are the student are jointly and severally liable for the charge
 - The college will ensure confidentiality and anonymity of the families involved will be preserved at all times
 - The college operates an electronic payment system for the benefit of parents, to reduce the amount of cash which is sent in with pupils. The system is monitored regularly to check payments have been made according to the deadlines set out
 - A debt will be written off or passed to an external debt recovery agency only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.
 - b) Other debts
 - The college will maintain a lettings policy which sets out the fees for the hire of the college facilities
 - Invoices will be issued in advance of the use of the facilities and must be settled prior to use of the facilities
 - Outstanding debts will result in the cancellation of bookings at the discretion of the college
 - Where an invoice is issued on the college's SAP system, Staffordshire County Council have the initial responsibility for debt recovery. However, the college will work closely with Staffordshire County Council to maximise the possibility of recovering debts through direct contact with the debtors.
2. Acceptable Credit Periods
 - For pupil related debts associated with trips and activities payment is required to be made in line with the schedule of payments for each trip or activity.
 - For pupil related debts associated with musical instrument tuition payment is required to be made prior to each term of lessons commencing.



- The Full Governing Body has determined that one half term is an acceptable 'credit settlement period' before the debt recovery procedures are applied for all other pupil related debts.
- For lettings payment must be made in advance of the premises being used
- For all other debts invoices will be issued with payment terms of 30 days

3. Reporting of Outstanding debt levels

- The Executive Business Manager will ensure that the level of outstanding debt is regularly monitored.
- Suitable records will be maintained to detail individual debts and the total value of debt to the college in order that it can be determined at any time and reported to the Resources Committee and/or Full Governing Body
- The Resources Committee and/or Full Governing Body will review the level out outstanding debts every term to determine whether this level is acceptable and whether action to recover debts is effective

4. Debt Recovery Procedures

- Where a payment from the parent/carer has not been received in advance, or 'at the point of sale', the following process will be applied:
 - o An initial reminder may be informal and can be made either in person (when a parent / carer is in college) or by telephone. The date of the initial reminder will be recorded
 - o A formal reminder letter is issued two weeks after the informal reminder. If actions is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner. The initial letter date must be recorded.
 - o A second reminder letter will be issued two weeks following the First reminder letter. The date of the second reminder letter must be recorded. At this stage if the debt relates to musical instrument tuition or college transport, the service will be withdrawn until payment is made.
 - o If there is no response to the second 'overdue payment' reminder letter, the debtor will be invited to meet with a member of the college Senior Leadership Team to discuss how the debt will be settled.



- o Failure to respond to this invitation will result in the debt being referred to an external debt recovery agency.
- o If a mutually agreeable solution cannot be reached at that meeting the debt will be referred to an external debt recovery agency.
- Where payment is from any other third party for use of the college premises, the following process will be applied:
 - o An initial reminder letter will be issued seven days or as soon as reasonably practicable prior to any letting taking place saying that the letting will be cancelled should payment not be received.
 - o If payment is not forthcoming the booking will be cancelled and the user will be prevented from accessing the facilities until they make payment for the booking and any other forthcoming bookings.
 - o If a booking takes place without payment being made, a reminder letter will be issued instantly, and all future bookings will be placed on hold until payment is made.
 - o Where payment is not forthcoming following the process above a second reminder letter will be issued seven days following the initial reminder letter demanding immediate payment
 - o If the process above fails to result in payment then the debt will be passed on to an external debt recovery agency
- For all other debts the following process will be applied:
 - o Invoices will be raised via the SAP Finance System and will be subject to a strict payment policy of 30 days
 - o Staffordshire County Council will pursue these debts through their own debt recovery process.
 - o If not payment is made as a result of that process, legal advice will be sought from Staffordshire County Council about how best to pursue the issue. Simultaneously, the debtor will be barred from all other purchases of services.
 - o In most cases if payment is not forthcoming, the matter will be referred to an external debt recovery agency or the small claims court

5. Writing off debts



- In exceptional circumstances the Governing Body may decide that debts can be written off. This will be when in the reasonable view of the college the possibility of recovering the debts is highly unlikely
- In establishing whether debts for pupils/parents can be written off Governors will make reference to the following factors:
 - o Whether there are hardship factors which allow Governors to make a discretionary reduction in the amount owed or to fully cover the cost of the debt
 - o Whether the debt can be remitted under the terms of the charges and remittance policy
 - o Whether the debt can be recovered from other sources, for example, external agencies
 - o Whether the debt can be recovered from internal income sources, for example, pupil premium or LAC funding
 - o Whether there are multiple debts which can be dealt with as one single repayment plan
- In establishing whether debts incurred by lettings can be written off Governors will make reference to the following factors:
 - o Whether the group would normally qualify for a discounted rate which has not been applied
 - o Whether the group has charitable aims which mean it is non-profit making and currently experiencing financial difficulties
 - o Whether the issue of non-payment is related to cash flow issues which will not be on-going (i.e. a single occasion in a three year period where there were not enough paying participants for an activity)
 - o What the cost of recovering the debt would be versus the value of the debt. Where the cost of recovery is likely to be greater than the debt, Governors may exercise their discretionary powers to write off the debt, but prevent the hirer from letting the premises in future.
- In establishing whether debts from all other activities can be written off Governors will make reference to the following factors:
 - o Whether the debtor is considered a commercial organisation. Where this is the case debts will only be written off where an organisation is no longer considered a going concern or where the cost of recovering the debt would be greater than the amount outstanding.



- o Whether the price charged for the goods or services was reasonably justified and any relevant discounts had been applied.
 - o Whether the cost of recovering the debt is greater than the debt.
 - The writing off of debts will be in accordance with the college's policy on writing off debts
- 6. Special arrangements for bad debtors
 - The college shall, at its discretion, apply a policy of 'payment in advance only' to any debtor who has previously failed to pay in a timely manner after a reminder has been sent. This will apply to parents / pupils, as well as to other third parties.
- 7. Costs of debt recovery
 - Where the college incurs material additional costs in recovering a debt then the Finance Committee / Governing Body will decide whether to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the college in recovering the debt. The decision and its basis will be recorded and reported to the Finance Committee and/or