

St. Joseph's Specialist Trust
Amlets Lane, Cranleigh
Surrey GU6 7DH

Website: www.st-josephscranleigh.surrey.sch.uk

Charging Policy for School & College Activities



Christ in our Lives
'No limits ... just possibilities'

Reviewed: June 2025
Cycle: 3 Yearly

WEBSITE POLICY

St Joseph's Specialist Trust comprises of a specialist school, college, registered children's home and supported living houses, together the "Trust"/ "St Joseph's". This policy relates to the school and college function.

This charging policy informs staff and parents about charging for St Joseph's activities which take place during or outside of statutory school hours, including residential activities. 'School hours' are those when the school is actually in session and does not include the break in the middle of the school day.

St Joseph's will not charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

St Joseph's charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- community facilities.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school 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 school; or
 - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

When charges are made for an activity, they will be based on the actual costs incurred. There will be no levy on those who can pay to support those who can't or won't. No student may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind. Support for cases of hardship will come through voluntary contributions and fundraising.

- St Joseph's will have the right to cancel the activity if there are insufficient voluntary contributions to make the activity possible.
- St Joseph's will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education. However, any charge made will be restricted to covering the cost of providing the activity.
- St Joseph's will charge for board and lodgings on residential courses, except for students whose parents are receiving:
 - a. Income Support;
 - b. Income Based Jobseeker's Allowance;

c. In receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently the following are prescribed:

- o support under Part 6 of the Immigration and Asylum Act 1999;

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- o Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,040 (for 2009/10) i.e. children who are eligible to receive free school meals.

- o Income Related Employment and Support Allowance.

The Executive Principal should inform parents of the right to claim free activities if they are receiving these benefits.

Date Policy Reviewed

Updated	Changes	By	Version
July 2003	Created	Mary Fawcett	V1
November 2004	Unknown	Mary Fawcett	V1.1
July 2006	Unknown	Mary Fawcett	V1.2
July 2009	Unknown	Mary Fawcett	V1.3
July 2012	Headteacher changed to Principal Changed annual income	Simon Charleton Sue Belmore	V1.4
January 2016	Changes references to reflect changed legislation Changed to Annual Policy Changed annual income	Sue Collins	V2
November 2018	Changed to St Joseph's Specialist Trust, changed all references to reflect changed guidance from DfE	Sue Collins	V3
April 2019	Clarified Charging Policy refers only to School & College activities	Sue Collins	V3.1
May 2022	Minor changes to update	Lizzie Hurst	V3.2
May 2025	Changes to update	Lizzie Hurst	V3.3