



**ST EDWARD'S  
COLLEGE**  
LIVERPOOL

# **Charging Policy**

The Charging Policy at St Edward's College is in keeping with appropriate legislation.

## No charges will be made for admission to the College for Years 7-13

The Education Funding Agency provides funding for Schools and Colleges for pupils up to the age of 18 (18 means 19 years of age on 31 August in the teaching year when the student commences a study programme).

## Year 14 Students

All students are deemed to be leaving at the end of Year 13, upon the completion of their two years of funded post-16 study. The College will only consider requests for Year 14 resits under these circumstances;

- (a) there are exceptional circumstances\* or strong educational reasons, which enable funding to be successfully applied for,
- (b) the student has a clear record of conduct and has effort grades throughout the sixth form of good or better (an average of 2.00 or higher) in the subject/s they want to resit and an attendance of over 90% in Year 13 (apart from in exceptional circumstances\*),
- (c) there is space in the relevant class/es so the presence of a resit student will present no detriment to the education of current sixth form students.

\* examples of exceptional circumstances include:

- Sustained and documented ill health (paperwork from GP or NHS services) leading to significant absence from school during Year 13
- Documented ill-health (paperwork from GP or NHS services), bereavement or significant pastoral issue during the external exam window, leading to unexpected underachievement in exams

## College Fund

The College authorities are proud of the excellent facilities and opportunities available to pupils, and of the high standards achieved, and it is anticipated that parents will wish to contribute to the College Fund. We will encourage parents to Gift Aid their contributions, thereby enabling the College to reclaim the tax from the Inland Revenue, thus considerably increasing the value of contributions. The funds generated have historically and will continue to be used to fund facilities and activities which it has not been possible to fund from government grants.

## Trips, Visits and Activities

The College values strongly the extra-curricular activities and similar experiences which, it is believed, enhance the educational process.

No charges will be made for activities which take place wholly or mainly during normal school hours when the College is in session except in the case of individual musical instrument tuition which is not a requirement of a syllabus for a prescribed public examination or of the National Curriculum.

The cost of activities which take place wholly or mainly outside normal school hours must be met in full by parents, except where the activity fulfils the requirement of a syllabus for a prescribed public examination or of the national curriculum. Sometimes the cost might be reduced by fund raising or by subsidy from the College Fund.

The cost of providing board and lodging for pupils taking part in residential activities, during or outside normal school hours, must be met in full by parents, except for parents who are in receipt of income support or family credit.

The cost of activities which take place wholly or mainly during normal school hours, and in respect of educational activities that the College proposes to organise as an optional extra for the benefit of

pupils, will be met by seeking specified financial contributions from parents. Parents in receipt of income support or family credit will receive automatic remission of such costs and the College will seek to fund such activities if at all possible from the College Fund. Any activity for which parents 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 are assured that in the case of genuine financial difficulties they should discuss the matter, in the strictest confidence, with the Principal, who may be able to advise about additional funding and provide assistance from the College Fund.

## 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.

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.

If a pupil fails to sit a public examination or fails to complete coursework for an examination without good reasons, the fees for which are normally paid by the College, the fee will be recoverable from the parents.

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 Principal will remain arbiter of the circumstances which constitute *good reason*.

## Books and Other Materials

Books and other materials are provided free of charge and remain the property of the College.

- Parents may be charged for defaced, damaged or lost books.
- Parents will be charged for ingredients or materials used in practical subjects when a wish to own the finished product has been indicated.
- Students will be given an allocation of print credits. Once those credits have been exhausted the College will charge to further top up a student account.

## Malicious Damage, Vandalism and Repairs

The College will automatically invoice the parents of a student for any malicious damage or vandalism to any College property. Examples of items we will invoice for include:

- Any furniture - including writing on desks
- Toilet facilities – including toilet seats, taps, dispensers
- Vehicles
- Door glass
- Flooring
- Lockers
- PC's and any College provided ICT provision

This list is not exhaustive and will be at the discretion of the Principal. All charges applied to parents will be to replace the relevant items and associated labour costs. Invoices will be payable to the College within 14 days of date of invoice. Failure to settle invoices within the designated timeframe may result in students being withdrawn or unable to access trips and extra-curricular activities.

Standard College sanctions still apply to students in addition to charges levied on parents/carers.

## Additional Equipment

Schools are empowered to request the provision of additional equipment by parents because pupils appreciate using their own equipment and this enables College funds to be made more widely spread.

Parents are requested to provide the following:

- A copy of the Bible
- A scientific calculator
- A dictionary

*(The above, as well as items of stationery e.g., pens, pencils, erasers, rulers etc., are available from the College at prices usually much lower than available commercially.)*

The College will charge parents a fee of £20 for a secure locker, which will have a combination lock. This is a one-off charge. If the lock is damaged replacements can then be purchased from the College.

The College offers lockers to all students. From Sept 2023 a new mechanism for locker purchasing will be introduced for incoming Y7s, meaning lockers can be purchased via an online portal for a set annual fee.

***This Policy was adopted by the Governing Body in June 2024. The next review will be in June 2025.***