



## Charging and Remissions Policy

<b>Date for renewal/updates/review</b>	November 2023
<b>Named person responsible for monitoring</b>	Business Manager
<b>Agreed by Finance, Audit &amp; Risk Committee</b>	November 2020

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

The statutory provisions relating to charging and remissions can be found in the relevant sections of the Education Act 1996. This policy also takes account of the DfE advice on ['Charging for School Activities' \(May 2018\)](#).

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

### Voluntary Contributions

Sir William Ramsay Governing Body are permitted by legislation to ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher will make this clear to parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

No student will be excluded from an activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it is likely to be cancelled. The School will ensure that this is made clear to parents. If a parent is unwilling or unable to pay, the student will still be given an equal chance to go on the visit. The School will make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, the school will ensure that parents are not made to feel pressurised into paying as such contributions are voluntary and **not compulsory**.

The school may remit charges, in full or in part, in the case of hardship on application from parents, in the strictest confidence.

An educational visit or journey will normally take place only if sufficient contributions have been received from parents and other sources to cover all costs.

The school may send out standing order mandates when requesting donations by instalments for fund raising activities. However, it will be made explicit that there is no differential treatment of students whether or not a parent has contributed.

## **Permitted Charges and Optional Extras**

Permitted charges are a direct request to cover certain costs involved in a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit.

### **1 Materials & Textbooks**

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients unless other arrangements have been made prior to the lesson. Should a student forget their ingredients then appropriate written work will be set. Textbooks are provided free of charge, but in some subjects, additional revision guides, online and other learning support resources are available, for which a charge is made.

### **2 Photocopying, Printing & Network Access**

Students receive an annual allowance for printing and photocopying depending upon the year that they are in and the subjects that they study. If a student uses their allowance additional credits are available though these will be chargeable.

### **3 Music Tuition and Examinations**

Parents enter into a private contract with Peripatetic Music Teachers, facilitated by the School, if the teaching is not part of either the curriculum or a public examination specification being followed by the student. Parents will be advised of the scale of charges before signing up for the tuition and will be expected to sign a set of terms and conditions. On occasion, the school may charge for the hire of musical instruments to students receiving this tuition.

Students attending instrumental lessons may work towards entering graded music exams under the Associated Board of Music for Schools. Parents are required to pay the entry fee for the exams and the cost of an accompanist music teacher if required.

### **4 Sports Activities**

Charges will be made to cover the cost of specialist sports coaching, that may be part of the school's extra-curricular offer.

### **5 Residential Activities/Activities outside School Hours**

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and

equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of students who are unwilling or unable to pay the charge.

### **When is an activity held in school hours?**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

### **Example 1: Visit during school hours**

Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Example 2: Visit outside school hours**

Students are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## **6 Examination Entries**

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where:

- the school has prepared the student for the examination and
- it considers that for educational reasons the student should not be entered and
- the student's parent/guardian wishes the student to be entered (or student themselves when over 18 years old).

In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

A charge is levied for the re-mark of an examination paper unless the Headteacher, in special circumstances, wishes to have the papers of a number of students re-marked. If, as a result of the re-mark, the Exam Board refunds the charge it will be repaid to the parents in full.

A charge can be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

## **7 Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge may cover the cost of replacement or repair.

## **8 Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance, Risk & Audit Committee.

## **9 Other charges**

The Headteacher, Finance, Risk & Audit Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Surplus funds arising from educational activities in excess of £5 per student will be returned in full to the parents of participating students unless written permission is received authorising the School to use the surplus funds for the benefit of all students.

Where the excess is less than £5 per student, it will be accepted as a donation to the School to be used for the benefit of all students, unless a parent has indicated differently.

### **Remissions Policy**

Where non-chargeable education is provided during a residential visit, then the parents of a student who is eligible for free school meals shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Where charges are to be made by the Governing Body for optional extras (see point 5 above), parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.