



# SIR THOMAS RICH'S

## Charging and Remissions Policy

This policy has been drawn up in accordance with *DfE Charging for School Activities document October 2014*.

**Status:** Statutory

**Date reviewed:** 2 October 2017

**Responsibility:** The Governors' Finance, Audit, Risk Assessment & Health & Safety Committee will review this policy regularly as part of their system of reviewing school policies.

### Contents:

1. Introduction
2. School Charging
3. Optional Extras
4. Voluntary Contributions
5. Residential, curriculum-related visits
6. Lettings
7. Remissions

## 1. Introduction

Education is provided at the School without compulsory charges to parents. The vast majority of activities will be financed by the School. There are, however, some valuable "Learning outside the classroom" activities, which the School cannot provide without seeking contributions from parents.

## 2. School Charging

The School **will not charge** for:

- Education provided during school hours (08.40 – 13.10 and 14.10- 15.30), including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the school curriculum, or part of a specification for a prescribed public examination that the pupil is being prepared for at the School, or part of religious education.  
***In both the circumstances above a voluntary contribution from parents for an "Outside the Classroom" learning experience may be invited.***
- 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;

The School **does charge** for:

- Materials or equipment where the child's parent wishes him/her to own them or very occasionally when articles are being made by children for parents with their prior agreement (when parents may be asked to contribute voluntarily)
- Optional extras – see section 3
- Music and vocal tuition requested by parents. The School can arrange music instrument tuition delivered in school by peripatetic teachers and the fee is paid directly to the teacher. Further information on these arrangements can be obtained from the head of Music
- Books which are defaced/lost/not returned by the student

### **3. Optional Extras**

The School **can charge** for optional extras which are not part of the school curriculum, part of a specification for a prescribed public examination or part of religious education. These include:

- Courses, trips, or visits to the school from outside professionals e.g. theatre groups
- Board and lodging on a residential trip
- Private examination fees
- Late examination fees
- Examination resits, where the pupil wishes to improve on a grade or fails without good reason to meet examination requirements
- Costs levied by Examination Boards for reviews of examinations and return of examination scripts.

The cost of an activity is calculated taking into account all likely expenditure and is carefully scrutinised before and after the event by the Finance Director. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges.

**Parents in receipt of any of the following benefits should contact the school for possible support for an activity:**

Universal Credit, Income Support, Income Based Job Seeker's Allowance, Support under part VI of the Immigration and Asylum Act, Child Tax Credit ( provided that Working Tax Credit is not also received and family income does not exceed £16,190), Guaranteed State Pension Credit, Employment and Support Allowance, Free School Meals.

Parents who seek assistance with funding an activity should apply to the Finance Director. The Headmaster and the Finance Director will assess the application and it will deal with it confidentially.

### **4. Voluntary Contributions**

If an activity cannot be funded without voluntary contributions, this will be made clear to parents. Parents are under no obligation to make a contribution and pupils will not necessarily be excluded from the activity because parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled.

Where there is a limit on places available they will be allocated on a "name out of the hat" basis.

### **5. Residential, curriculum- related visits**

The School does not charge for the education provided on the visits or for the supply costs for teachers. It does, however, make a charge for the board and lodging, entry fees and suchlike.

### **6. Lettings**

The School charges for the hire of the premises e.g. the Sports Centre, Swimming Pool, School Hall to external individuals/groups.

The charges must cover all costs associated with the letting e.g. caretakers fees, heating costs. The Commercial Lead is responsible for reviewing these charges.

### **7. Remissions**

In some instances, the actual cost of a trip may be less than the initial estimated cost. A full refund will be given if the value exceeds £20 per pupil. For those instances where it is less than £20 a refund will not be paid due to the administrative costs involved.