



RICKMANSWORTH SCHOOL

Charging and Remissions Policy

Version:	1
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Version Ratified By:	Full Governing Body
Date Version Ratified:	July 2020
Governor's Lead:	Tony Walker
SLT's Lead	Emma Gritten
Date this version issued:	July 2020
Last Review Date:	July 2017
Next Review Date:	July 2023
Target Audience:	Governors, Staff, Parents
To Be Published on The Website	Yes

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OVERVIEW

Purpose

At Rickmansworth School we believe that all of our pupils should have an equal opportunity to access and benefit from all activities organised within the School, both within the curriculum and beyond.

The Charging and Remission Policy will allow the School to promote these opportunities fairly and openly. The policy sets out how we will aim to provide the broad range of curricular and extracurricular activities across the life of the School, while minimising the possibility of financial barriers preventing some pupils from taking part in these activities.

Whilst the School cannot mitigate all circumstances, we will seek to ensure that where and whenever possible we take such steps as are reasonable to open activities to all.

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This document will be reviewed in accordance with our policy review process every three years or on the introduction of new or amended relevant legislation.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable



Tony Walker
CHAIR OF GOVERNORS



Matthew Fletcher
HEADTEACHER

1. Charging

- 1.1. The Governors have agreed to pass on to parents all charges for:
 - 1.1.1. Any materials, books, instruments, or equipment, where the student's parent or carer wishes them to own them.
 - 1.1.2. Optional extras (defined below) as allowed by the Education Act 1996.
 - 1.1.3. Music and vocal tuition in limited circumstances (see para 3.2.4 and 6).

2. Optional Extras

- 2.1. The following are defined as Optional Extras:
 - 2.1.1. Education provided outside of school time that is not:
 - 2.1.1.1. part of the National Curriculum;
 - 2.1.1.2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School; and/or
 - 2.1.1.3. part of Religious Education.
 - 2.1.2. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School.
 - 2.1.3. Transport that is not required to take the student to school or other premises where the local authority/governing body have arranged for the pupil to be provided with education. The School will ask for voluntary contributions towards the cost of transport for all educational visits with the exception of any event where the pupil is representing the school. If insufficient voluntary contributions are received and the School is unable to cover the shortfall, the educational visit will be cancelled or reconvened in order to reduce transport costs.
 - 2.1.4. Board and lodging for a pupil on a residential visit.
- 2.2. In calculating the cost of optional extras an amount can be included in relation to:
 - 2.2.1. any materials, books, instruments or equipment provided in connection with the optional extra;
 - 2.2.2. the cost of buildings and accommodation;
 - 2.2.3. support staff;

2.2.4. teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extras; and/or

2.2.5. the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra. This includes all instrumental lessons given in school with the exception of eleven 15 minutes individual lessons at GCSE per term (for five terms) and eleven 30 minutes instrumental lessons at A level per term (for five terms). If GCSE and A level students wish to attend additional lessons these will be classed as Optional Extras and charged for accordingly.

2.3 Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

3. Voluntary Contributions

3.1. In respect to activities during school hours the Governors agree that these should take place if there is evidence of sufficient voluntary contributions from parents to cover expenses.

3.2. When making requests for voluntary contributions, parents must be made aware that the payment is voluntary and not compulsory.

3.3. Parents will be advised that contributions to school funds must be truly voluntary and should the activity take place no pupils should be omitted because his/her parent/carer has not contributed. In general there should be no difference in the treatment of pupils according to whether or not their parent/carer has made any contribution in response to the request.

4. Residential Visits

4.1. The Governors agree to charge for:

4.1.1. board and lodging; and

4.1.2. voluntary contributions are requested for transport and teaching.

5. Music Tuition

- 5.1. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- 5.2. Subject to the parent or carer requesting tuition, charges are made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.
- 5.3. Instrumental and vocal tuition which is part of the National Curriculum is not charged for.
- 5.4. Instrumental and vocal tuition for children in care is charged to the appropriate Local Authority.

6. General

- 6.1. Students may be given the opportunity to purchase revision guides, at cost, through the School.
- 6.2. Breakages:
 - 6.2.1. Where students' misbehaviour results in damage to school buildings or to school equipment or where textbooks are defaced, damaged or lost a charge will be made.
- 6.3. Money paid for educational visits which may be left over when the account is settled, and which amounts to less than £5.00 per pupil for educational visits (day) and £10.00 per pupil for educational visits (residential), will not be returned but used to **offset administrative costs**.

7. Exemptions/Remissions

- 7.1. Parents can be exempt from paying the cost of board and lodging if they can prove they are in receipt of the following benefits:
 - 7.1.1. Income Support;
 - 7.1.2. Income Based Jobseekers Allowance;
 - 7.1.3. Support under part VI of the Immigration and Asylum Act 1999;
 - 7.1.4. Child Tax Credit, provide that Working Tax Credit is not also received and family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
 - 7.1.5. the guarantee element of State Pension Credit; and/or
 - 7.1.6. an income related employment and support allowance.
- 7.2. In other cases of unexpected hardship parents may make a confidential application to the Headmaster for a partial or full exemption of the cost but will be expected to provide independent documentary evidence in support.

