

Sir Roger Manwood's School



Charging & Remissions Policy

Date of Approval: January 2021

Next Review: January 2024

1 INTRODUCTION

- 1.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
- 1.2 This charging policy is in line with DfE requirements and current legislation. The school aims to provide a broad, balanced curriculum and a rich, exciting learning environment. The school budget covers all statutory teaching and learning curriculum needs but charges may be levied or voluntary contributions requested to provide for specific activities.
- 1.3 The charging policy is consistent with the school's Single Equality Scheme and will ensure that no student or member of the school community is prejudiced on the grounds of disability, ethnicity, gender, religion, sexual identity or financial capabilities.
- 1.4 This policy should be read in conjunction with the school's Single Equality Scheme and Examinations Policy.

2 VOLUNTARY CONTRIBUTIONS

- 2.1 The School cannot charge for activities which are part of the normal school day or part of the National Curriculum, but can ask for voluntary contributions.
- 2.2 Examples of circumstances in which the School might ask for voluntary contributions include:
 - Transport on trips
 - Admission charges e.g. for special events at School
 - Certain activities in school hours that are not deemed to be a requirement of the curriculum
- 2.3 Communications with parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:
 - a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
 - b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
 - c) if insufficient voluntary contributions are received the school reserves the right to cancel the event
 - d) parents in certain financial circumstances may not be expected to make voluntary contributions
 - e) the amount requested for a voluntary contribution must not exceed the actual cost of the activity per student

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

3 CHARGES

- 3.1 The School is allowed to charge for certain activities and facilities.
- 3.2 The School can charge for activities outside school hours, as well as board and lodging on residential visits. The charge will not exceed the actual cost per student.

4 Trips and Visits

- 4.1 The School may request parental contributions for all trips and visits relating to courses approved by the school and followed by students. If not enough parental contributions are received to cover the cost of the trip/visit then it will not go ahead.
- 4.2 The School will charge for trips and visits which are not part of the school curriculum and outside the school day, i.e. optional extras.
- 4.3 The School will have clear procedures to enable payment by instalments as appropriate.
- 4.4 A fair, objective and transparent procedure for allocating places in case of over-subscription will be published. Wherever possible, a 'first come, first served' payment system will be avoided as it may favour some pupils more than others.
- 4.5 Any surplus at the end of a trip that equates to £10 or more per student will be refunded to parents. If the surplus equates to less than £10 per student, the money will be donated to the whole school charity of the year in question.
- 4.6 The School publishes a list of annual visits and their approximate cost on the Schools website so parents can plan ahead. Not all trips are guaranteed to go each year, and the school reserves the right to add trips to the published list.

5 Student's Work

- 5.1 A charge will be made for materials for those students wishing to keep their work produced in the design technology and art departments.
- 5.2 The governors have considered the environmental and financial implications of unlimited access to computer printing facilities throughout the school. It has been decided that students will be given a free allocation of the printing and will be charged if they exceed this allocation. Details of costs will be displayed in ICT classrooms.

6 Hire/Deposit Charges

- 6.1 Some departments operate a deposit charge for sixth form text books. This money is returned to students when the books are returned to the department paid via the School Gateway.

7 Examinations

- 7.1 The School's Examinations Policy outlines how the school manages requests from students who wish to sit a non-curriculum examination. The full cost of the examination fee is recovered from the student, as well as a £25 administration fee and any invigilation fees if incurred.
- 7.2 If a student requires a review of marking, the School will charge the exam board fee and a small amount to cover administration costs.
- 7.3 If a student in Year 13 wishes to re-sit an AS which they sat in Year 12 or a student returns to sit any A levels after they have left, the school will charge the full cost of the examination fee as well as any invigilation fees if required.

8 UCAS References

- 8.1 A fee is chargeable for a UCAS application requiring a rewrite of a student's UCAS reference after students have left Y13.
- 8.2 A fee is chargeable per application for all overseas school/university/college applications.

9 Music Tuition

- 9.1 Individual 1:1 tuition is provided by independent peripatetic music teachers who charge a fixed fee per half hour.
- 9.2 A fee is charged by the School for the administration of peripatetic music lesson payments.
- 9.3 Private music exams are organised through the ABRSM and are charged according to ABRSM fee structures.

10 Damage / loss to school property

- 10.1 A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair or such lower cost as the Headteacher may decide.

11 Lettings

- 11.1 The school will make its facilities available to outside users at a charge of at least the cost of providing facilities. The scale of charges is determined annually by the Finance and Premises Committee.

12 Other charges

- 12.1 The Headteacher or Governing Board may levy charges for miscellaneous services up to the cost of providing these services, for example, providing information under a Freedom of Information request.

13 REMISSIONS

- 13.1 Parents who have a child eligible for free school meals (either now or within the last six years) or who is in receipt of a sixth form bursary, may be eligible for financial help from the School if the trip is a compulsory part of the School curriculum.
- 13.2 In addition, help with paying voluntary contributions and other listed charges may be available in particular circumstances.
- 13.3 Parents are invited to come to speak confidentially with the Headteacher if they feel they may be eligible for financial help, and if they have concerns about their ability to pay for a charge or make a voluntary contribution.