



SIR THOMAS RICH'S

Charging and Remissions Policy

This policy has been drawn up in accordance with *DfE Charging for School Activities document May 2018*

Status: Statutory

Date reviewed: October 2024

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

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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.

This policy should be read in conjunction with the Off-Site Visits policy, the Pupil Premium policy and the Premises Hire policy.

2. School Charging

The School **will not charge** for:

- Education provided during school hours (08.30 – 13.30 and 14.20- 16.15), 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 their child 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 but the fee is paid by parents directly to the peripatetic 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 on their behalf to meet the charges.

Parents on low income and in receipt of any state benefits should contact the Finance Director for possible financial support for an activity. The Finance Director will assess each application and deal with it confidentially. Any applications above £1000 will be referred to the Headteacher.

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 residential visits or for the supply costs for teachers. It does, however, make a charge for the board and lodging, entry fees, travel 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. Any such surplus will be donated to the School Funds for the benefit of the whole school community.