LAWRENCE SHERIFF SCHOOL RUGBY

Charging and Remissions Policy

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1. Introduction

This policy has been written in accordance with government guidance on Charging for School Activities (M 2018)
https://assets.publishing.service.gov.uk/media/5af99c8ae5274a25e78bbe30/Charging_for_school_activities.pdf

2. Aim

The school aims:

- to make school activities accessible to all students regardless of family income;
- to encourage and promote external activities which give added value to the curriculum;
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the School; and
- to respond to the wide variations in family income while not imposing additional burdens on the School budget.

However the school will need to make charges for some school activities; 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.

3. Responsibilities

The Trustees are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered in the first instance by the Headteacher but may be referred to the Trust Board.

4. Prohibition of Charges

The Trust Board of the School recognises that the legislation prohibits charges for the following:

- education provided during school hours (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 syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- tuition for students learning to play musical instruments if the tuition is required as part of the School curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- entry for a prescribed public examination, if the student has been prepared for it at the school
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the School curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered students to other premises where the Trust Board or local education authority has arranged for students to be educated

- transport provided in connection with an educational trip
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
- overcharging pupils to supplement costs for other pupils
- adding costs to trips that goes beyond the cost for students and staff required to participate

5. Charges

5.1 School Trips & Visits

Day Trips: No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

Residential Trips - Essential: For residential trips which are essential to the School curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.

Residential Trips - Non-essential: For residential trips which are not essential to the School curriculum, statutory RE or in preparation for prescribed examinations:

a) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip
b) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging

5.2 Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination. A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost. A charge may be levied for pupils re-sitting an examination where the school has not prepared the pupil for the re-sit examination. A charge may be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

5.3 Materials & Textbooks

Where a pupil 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.

Textbooks are provided free of charge (although deposits may be collected and refunded on return of the book in reasonable condition at the end of the course), however in some subjects, additional revision guides are available, for which a charge is made. If a student wishes to keep the text book and make notes in the book they would be expected to pay for the book.

5.4 Music Tuition

The school levies charges in respect of individual music tuition and group music tuition, if the teaching is not an essential part of either the School curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the school and charges are explained and agreed via Head of Department - Music.

5.5 Out of School Activities

No charge will be made for activities outside school hours that are part of the School curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

5.6 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 will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.
A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

5.7 Remissions/Financial Support

Students whose parents are in receipt of the bursary (see bursary policy), or government support payments in addition to having a free school lunch entitlement, may also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

a) Income Support (IS)

b) Income Based Jobseekers Allowance (IBJSA)

c) Income-related Employment and Support Allowance

d) Support under part V1 of the immigration and Asylum Act 1999

e) The guaranteed element of Pension Credit

f) Child Tax Credit, provided that Working Tax credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed the limit for that tax year

g) Universal credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

h) Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Parents who believe that they may qualify for this remission must apply in writing to the Head teacher or the Pupil premium Champion: Becca.wall@lawrencesheriffschool.com. Complete confidence will be observed in all such matters.

The school is committed to ensuring that school activities are accessible to all students irrespective of their family income or economic situation and may be able to offer additional support to families above the board and lodgings charge. Please contact our Pupil Premium Champion: Becca.wall@lawrencesheriffschool.com

Each application will be reviewed individually on a case by case basis.

5.8 Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the following:

a) Activities within a curriculum area.

b) Support of education trips and visits.

c) Associated travel costs.

The terms of any request made to parents will specify that the request 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 and

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/activity

The responsibility for determining the level of voluntary contribution is delegated to the Department Leaders/Leadership team within the school.