



## Royal Grammar School

# Charging and Remissions Policy for Educational Activities

Date Agreed by the Governing Body	June 2017
Date of next review	June 2020
Governors Committee accountable for review	Finance
Senior Leadership Team member accountable for review	CKH

## **The Royal Grammar School High Wycombe**

### **Charging and Remissions Policy for Educational Activities**

The Governing Body recognises the valuable contribution the wide range of additional activities, including clubs and visits, can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the School and as additional optional activities.

#### **Charging Policy**

There are two types of financial contributions which parents can be asked for in relation to educational activities:

- **Permitted Charges:** defined as a compulsory payment which the School is entitled to levy in certain circumstances
- **Voluntary Contributions:** defined as a payment which parents may be asked for to cover the cost of certain optional activities, including the majority of educational visits which take place during term time. No student will be prevented from participating in an activity on the grounds that parents cannot or will not make such a contribution, but if insufficient funding is available, the activity may well be cancelled unless it is a requirement of the curriculum of a public examination course.

They have different limitations as set out below:

#### **Materials, Textbooks, etc.**

For Years 7 to 11, the School will make no charge for education provided during school hours. This includes the supply of any materials, books, instruments or other equipment. However, a charge will be levied where the student or the parent of the student wishes to own any such material.

For Years 12 and 13, the School may make a charge for the supply of any materials, books, instruments or other equipment at the discretion of the Headmaster.

#### **Music Tuition**

The School levies charges in respect of music tuition if the teaching is not an essential part of either the curriculum or a public examination specification being followed by the student.

#### **Examination Entries, Resits and Re-marks**

- A charge may be levied for examination entries where the School has not prepared the student for the examination
- A charge will be levied for pupils re-sitting an examination
- A charge will be made for the remark of an examination paper, unless the Headmaster, in special circumstances, wishes to have the papers of a number of students remarked. If, as a result of the remark, the Exam Board refunds the charge it will be repaid to the parents in full.
- A charge will be levied for examination entries where the School has prepared the student for the examination but considers that, for educational reasons, he should not be entered and the student's parent wishes the student to be entered (or student himself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the School will refund the charges
- A charge will be levied where a student fails, without good reason, to attend the examination or meet other essential requirements of the course

#### **Photocopying**

A charge will be made for photocopying requested by a student or an associated body of the School e.g. Parents' Association

### **Damage/Loss to Property**

A charge will be levied in respect of loss, neglect or damage to 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 Headmaster may decide.

### **Other Charges**

The Headmaster, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OfSTED report

### **Educational Visits**

Educational visits fall into three main categories:

- **Type A** – a visit which takes place largely\* or entirely during the school day and which may enhance the curriculum of a public examination course. A Type A visit will be organised on the basis of voluntary contributions and no compulsory charge will be made.
- **Type B** – a visit which takes place largely\* or entirely outside school time. A Type B visit will usually be subject to a charge. This charge will not exceed the cost (including administration costs) of the visit.
- **Type C** – a residential visit taking place largely\* or entirely during school time where a compulsory charge will only be made for board and lodging. The cost of board and lodgings will be remitted in cases where parents can prove they are in receipt of the following benefits: Universal Credit in prescribed circumstances, Income Support; Income Based Jobseekers Allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit; the guarantee element of State Pension Credit; and an income related employment and support allowance that was introduced on 27 October 2008.

\*A visit is deemed to have taken place largely during school hours if at least half of the time spent on the visit falls during school sessions

### **On-site Activity Days**

On-site activity days fall into the same category as Type A visits shown above and are organised on the basis of voluntary contributions with no compulsory charge

### **Remissions Policy**

Where non-chargeable education is provided during a residential visit, the parents of a student who is eligible for Free School Meals will receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Remission will not apply to charges where they relate to activities wholly outside school hours, unless the activities are prescribed in a specification for a public examination or prescribed by the curriculum

The School may remit charges, in full or in part, in the case of hardship on application from parents, in the strictest confidence. The Headmaster will authorise remission subject to agreed delegations.

### **Recovery of Charges**

The School will seek to recover charges which remain outstanding from parents