



RIDGEWOOD  
SCHOOL

# Charging and Remissions Policy

<b>Policy: Charging and Remissions</b>	<b>Effective Date: February 2012</b>
<b>Revision Number : 9.0</b>	<b>Revised: May 2019</b>
<b>Reviewable: Annually</b>	<b>Author: Business Manager</b>

## Revision History

Revision Number	Modifications	Date
1.0	Initial Policy	February 2012
2.0	General amendments	March 2013
3.0	Amendments to support payments	March 2014
4.0	General amendments	April 2015
5.0	General amendments	June 2015
6.0	General amendments	June 2016
7.0	General amendments including reference to lettings policy	June 2017
8.0	General amendment to eligibility	June 2018
9.0	Formatting and amendment to section 3.0	May 2019

## Contents

1.0	Purpose and Scope.....	3
2.0	Voluntary Contributions.....	3
3.0	Educational Visits/Activities (Broad Guidelines).....	3
4.0	Public Examinations .....	4
5.0	Instrumental Music Lessons.....	5
6.0	Materials and Textbooks.....	5
7.0	Losses, Breakages and Cost of Vandalism.....	5
8.0	Freedom of Information Act Requests for Information.....	5
9.0	Lettings.....	5
10.0	Supporting Policies.....	5

## **1.0 Purpose and Scope**

The Governing Body recognises the valuable contribution that additional activities including trips, clubs and residential experiences can make towards students' education. This approach covers the variety and majority of extracurricular and/or off site activity.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for students and as additional optional activities.

(Throughout this policy, the term "parent(s)" means all those having parental responsibility for a child)

## **2.0 Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of educational visits/activities and school equipment.

The contribution must be genuinely voluntary, though, and the parents of students who are unable or unwilling to contribute may not be discriminated against. Neither will the visit/activity be subsidised by other parents. Where there are not enough voluntary contributions or additional funding available to make the visit/activity financially viable, then it will be cancelled.

In line with the principle of free access for all, remission must be requested via the Business Manager or the designated member of the Senior Team prior to any commitment being agreed. Any/all such arrangement(s) must be in line with agreed operational protocol.

## **3.0 Educational Visits/Activities (Broad Guidelines)**

### Residential Visits – wholly or mainly during school hours

The Governing Body will charge for the cost of board and lodging. Other elemental costs of the visit may be obtained by voluntary contributions. The cost will not exceed the actual cost of the provision.

Students whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to a remission of the board and lodging element of the cost:

- Student in receipt of free school meals currently or within the last six years;
- Universal credit – if you apply on or after 1 April 2018, your annual net earned income must be no more than £7,400, as assessed by earnings from up to 3 of your most recent assessment periods;
- Income Support;
- Income Based Jobseeker's Allowance;
- Support under part VI of the Immigration & Asylum Act 1999;

- Child Tax Credit, but not Working Tax Credit and your annual income is below £16,190 (as worked out by HM Revenue & Customs);
- Guarantee element of State Pension Credit;
- An income related Employment & Support Allowance.

Parents receiving Working Tax Credit for four weeks after their employment finishes are entitled to free school meals during that period. This also applies to parents who start working less than 16 hours per week.

Parents eligible to apply for remission must complete and submit the necessary application form to the school.

#### Residential Visits/Other Visits/Activities– outside of school hours

Where the visit takes place outside of school hours, but is necessary as part of the national curriculum or forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or religious education the arrangements are as set out in the above section.

#### Other Activities/Visits Regarded as “Optional” Extras

These will be charged in full.

### **4.0 Public Examinations**

No charges will be made for entering students for public examinations that are set out in regulations. However the Governing Body reserves the right to make charges in the following situations:

- the examination is for an approved qualification, but the student was not prepared for it at the school;
- the examination is not prepared for through the standard curriculum provision of the school, but the school arranges for the student to take it;
- where, in the opinion of the Governing Body there are educational reasons for not entering a student for a particular examination, should the parent still wish to enter the student, then the fees are to be paid in full prior to entry by the parent. In these circumstances, if the student subsequently passes the examination, the school may refund the cost;
- examination fees may be recovered from the parent where the student fails to fulfil the requirement of the public examination, without good reason.
- the full cost of the checking/re-marking/reporting on examination scripts, where requested by parent and not by school, will be charged to the parent.
- All students will be charged the fee from the Examination Board when volunteering to re-sit any examination outside of their planned qualification hours (Post 16 students)

## **5.0 Instrumental Music Lessons**

A charge will be made for instrumental tuition for individuals or small groups (maximum four people, if the teaching is not an essential part of either the national curriculum or a public examination syllabus prescribed by the school.

Tuition forming part of the syllabus for a prescribed public examination that the school is preparing students to sit will not be charged.

## **6.0 Materials and Textbooks**

Parents are charged for, or asked to supply ingredients or materials for Art, Technology/Food Technology lessons when they have indicated they wish to own the finished product. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made. Post 16 students are asked for a voluntary contribution for deposits on textbooks, refundable on the return of textbooks being in a good condition.

## **7.0 Losses, Breakages and Cost of Vandalism**

The Governors will expect parents to make good, either by replacement or paying the full cost, text books/equipment which have been lost or damaged by students, breakages that are the result of student negligence or indiscipline, and the cost of reinstating any property that has been damaged as a result of student lack of care, misuse, or direct vandalism.

## **8.0 Freedom of Information Act Requests for Information**

For details of fee charging, refer to the Freedom of Information Policy.

## **9.0 Lettings**

The primary purpose of the academy site and buildings is for the education of students attending Ridgewood School. However, it is recognised that the academy operates within the wider community. The facilities should therefore be made available to local groups and individuals in the community. The scale of charges will be determined annually by the Finance Committee.

## **10.0 Supporting Policies**

Freedom of Information Policy

Lettings Policy and Charges

Pupil Premium Policy