

# Ralph Thoresby School



## Charging and Remissions Policy

**RALPH THORESBY SCHOOL**  
Ambition and Achievement for All

Date adopted by school governing body	November 2017
Review Date	November 2019

### Ralph Thoresby School Charging & Remissions Policy

In accordance with the Education Reform Act of 1988 and Sections 449 - 462 of the Education Act 1996, no charges are made to any registered student for books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which allows charges to be made for residential school trips and artefacts made in school and taken home.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

#### Voluntary Contributions

Where the school cannot levy charges and it is not possible to facilitate these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The headteacher and governors may remit some charges in part or in full as reasonable within particular individual circumstances.

#### Examination Entries

All examination entries in years 7-11 will be free of charge\*. A tariff of examination entry charges supporting the above will be published annually in the September of an academic year and will be available from the school upon request.

Candidates will not be charged for changes of tier, withdrawals made in accordance with the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

In the sixth form, 16-19 curriculum examination entries will be free of charge for the first attempt and chargeable for all subsequent entries for the same examination, subject to the following conditions:

Sixth form students must meet a minimum lesson attendance of 90% across all subjects in order to be entered for their examinations in one subject or all subjects. Sixth Form students failing to meet this minimum level of attendance will be charged for their own entries in one subject or all subjects, or may be withdrawn from one examination entry or all entries. Such fees will be payable in advance of an examination or an entry may be withheld.

Sixth Form students may also be charged for their exam entry if they are late to an examination or where they have missed an exam due to lateness.

In cases of dispute, the Director of Sixth Form will act as arbiter.

\*The school reserves the right to charge all candidates, including those in years 7 – 11, for examination entries in exceptional circumstances not specifically detailed above. For example, lateness to a calendared examination or an unauthorised family holiday during the period of a calendared examination.

### **Materials & Textbooks**

Where a student 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. In the case of Food & Nutrition GCSE, students usually provide their own ingredients. However if the student forgets, the school may provide the ingredients and levy a charge. Textbooks are provided free of charge. In some subjects additional revision guides are available, for which a charge is made.

### **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 National Curriculum or a public examination syllabus being followed by the student. The cost of peripatetic instrumental instruction is subsidised by the school and charges are explained and agreed via the Head of Department - Music.

### **Out of School Activities**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. A voluntary contribution may, however, be requested.

### **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.

### **Transport**

School will not charge for the following:

- 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 governing body or local authority has arranged for the students to be educated;
- Where transport enables a student to meet an examination requirement when they have been prepared for that examination at the school.

### **Other charges**

The headteacher, 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 or a Freedom of Information request.

### **Remissions Policy**

The headteacher, Finance Committee or Governing Body may decide not to levy charges (full or in part) in respect of a particular activity, if it is reasonable in the circumstances. For example if the student's parents/carers are in receipt of Income Support, Universal Credit in prescribed circumstances or Child Tax Credit (provided that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs that does not exceed the threshold during any financial year). Such financial circumstances would normally entitle a student to be eligible for free school meals and *ergo*, Pupil Premium funding.

Students identified as eligible for Pupil Premium funding may have charges reduced or removed for any chargeable activity in accordance with the statutory annual Pupil Premium report published on the school website. See guidance below ('students' in this case refers to those who are eligible for Pupil Premium funding).

Remissions or total amounts awarded will be discretionary up to the funding available under each of the following sub-headings of the Disadvantaged Students Funding account for a given financial year:

#### **- Standing awards**

Students taking a subject with a practical element requiring the purchase of consumables will have these provided for them at no cost by the school. An example of a discretionary award would be the purchase of ingredients for the GCSE Food Preparation and Nutrition course.

Students will not be prevented from attending any in-school or out-of-school event with a direct relevance to the assessed element of a BTEC/GCSE or similar course, and will have any costs met/partially met by the school e.g. a geography fieldtrip, an English trip to the theatre to see a production.

#### **- Discretionary awards (Curriculum)**

Individual financial awards or remissions will not normally exceed £50 per student per financial year.

Examples of a discretionary award (curriculum) would be the purchase of a piece of equipment to support progress in a subject e.g. digital camera, tennis racket, scientific calculator, published revision resources.

**- Discretionary awards (Extra -curricular)**

Individual financial awards or remissions will not normally exceed £20 per student per financial year.

Examples of a discretionary award (extra-curricular) would be the purchase of tickets to attend a school production, attendance on rewards trips.

**- Discretionary awards (Pastoral)**

Individual financial awards or remissions will not normally exceed £50 per student per financial year.

Examples of a discretionary award (pastoral) would be the purchase of uniform items, including PE kit.