Richard Lander School

Charging and Remissions Policy

Policy Effective From: September 2026~~54~~

Responsibility: School Business Manager/Deputy Head/Head/Governing Body

Reviewed and monitored by: School Business Manager/Deputy Head/Head/Governing Body

Review Date: September 2027~~65~~

This policy should be read in conjunction with the following school policies:
Behaviour for Learning Policy
Equalities Policy
Educational Visits Policy
Curriculum Policy
Single Equalities Scheme

This policy is drawn up in accordance with the requirements of sections 449 – 462 of the Education Act 1996.

Vision, Aims and school strategy

The school's Vision is to be a vibrant place for learning and to seek to maximise the life chances of all our young people. Our values are based on a commitment to equality and raising aspirations while our whole school Aims include managing resources to obtain maximum benefit and overcoming barriers to learning and participation in school life. The Governing Body has accordingly adopted this policy to encourage and support opportunities and activities as part of a broad and balanced education.

Introduction

A wide range of opportunities for additional activities can make a valuable contribution towards the education of the whole child and Richard Lander School staff and governors encourage and support such activities.

The school endeavours to provide opportunities to all our students, encouraging them to participate fully whilst at the same time recognising that a lack of voluntary contributions from parents for some activities which take place mainly or wholly in school hours, may prevent those activities taking place.

Objectives

- To ensure that activities offered in school time should be available to all students regardless of their parents' ability or willingness to meet the cost.

- To identify those activities for which charges may be levied
- To determine which charges will be remitted (where applicable)
- To invite required or voluntary contributions for the benefit of the school in support of any activity organised by the school, either in or out of school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- To ensure the regular review of operations of the Charging and Remissions policy

Purpose of the Policy

- To define what the school cannot charge for
- To define what the school can charge for
- To clarify the position in respect of voluntary contributions
- To define the school remissions policy

Admissions

There is no charge for admissions.

School meals

There is no charge for children who are entitled to free school meals, up to their daily allowance as set by the Local Authority. Students who are not entitled to free school meals will be charged in accordance with the tariff agreed with the school's catering contractor. Tariffs are available on the school's website and are published a term in advance.

Public examinations

Specific examples of where charges may be made are set out in the Examinations Policy.

- There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.
- There is no charge for examinations that are not on the set list, but have been arranged by the school.
- There is no charge for examination re-sits if the student is being prepared for the re-sits at the school.
- If the student fails to meet an examination requirement, without good reason, the school may recover the fee incurred from that student's parents.

Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition.

The school may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- ingredients or materials if the parent wishes to keep the finished product.
- music or vocal tuition
- Parents may be requested to pay a voluntary contribution for some off site or on site activities which take place during the course of the school day

Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the student is being prepared for by the school whose content cannot be delivered in normal lessons
- part of the school's basic curriculum for religious education

Parents may be requested to pay a voluntary contribution for some off site or on site activities which take place during the course of the school day.

Optional extras

The school will charge for optional extras. Optional activities are:

Education provided outside of school time that is not:

- part of the National Curriculum which cannot be delivered in normal lessons
- part of a syllabus for a prescribed public examination that the student is being prepared for at the school
- part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education, board and lodging for a student on a residential visit
- Visits during school hours which are optional

The cost of optional extras

The Senior Team, in liaison with the School Business Manager will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual students will not exceed the planned actual cost of providing the optional extra activity, divided equally by the number of students participating.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 8.

Travelling time is included in time spent on the activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Residential activities

Richard Lander School will not charge for:

- education provided on any visit that takes place during school hours unless optional (section 8)
- education provided on any visit that takes place outside school hours if it is part of the National 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, and whose content cannot be covered in school
- travel costs where the residential activity is classed as being within school hours unless optional (section 8)
- residential activities that take place during school hours, unless optional

(This does not apply to international visits.)

The school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the planned actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying part or all of this cost (see section 15 for more guidance on remissions)

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs

Activities

The school may charge for residential activities that fall outside of school hours (see section 9).

Music tuition within school hours

Music lessons will incur a charge.

Where teaching to play a musical instrument or to sing is requested by parents and delivered by specialist tutors, to either an individual student or a group (provided that the size of the group is based on sound pedagogical principles), the cost of the lessons may depend on the group size and duration of the lesson as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

The school is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges for music tuition within school hours may be subsidised for students who are entitled to free school meals or who choose to study a minority instrument.

Extended services

Richard Lander School is committed to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services).

Extended services enable the school to provide:

- high-quality learning opportunities either side of the school day

- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or SEND services) as a means of promoting positive behaviour, well-being, positive mental health or increasing student engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students

The school may charge for extended services. In these instances, the total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise other students.

Damage to property and breakages

If school property has been wilfully damaged by a student or parent the school will charge those responsible for some or all of the cost of repair or replacement.

If property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

The Senior Team, working with the School Business Manager, will determine the level of charge, depending on the situation.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents must apply to the local authority to obtain free school meal entitlement. The administration of the remission of charges will be dealt with in confidence

The Headteacher and School Business Manager will authorise the remission of charges.

The school may decide to subsidise part or all of the payment of some charges for certain activities and students; this will be determined by the school's Senior Team.

Voluntary contributions

Richard Lander School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich students' education.

In any case where an activity cannot be afforded without voluntary funding, the school will make this clear to parents. If the activity is cancelled by the school all monies paid will be refunded.

Inability or unwillingness to pay

If there is insufficient funding for an activity, then it may be cancelled.

The identity of any child whose parents did not want to, or could not make a payment, resulting in the cancellation of a trip, will not be disclosed.

Monitoring, evaluation and review

This policy will be promoted and implemented throughout the school.

The School's Finance Team will ensure that this policy is implemented.

The effectiveness of this policy will be reviewed by the Governors' Resources Committee via regular reports to the committee by the School Business Manager.

Stakeholders will be consulted regarding this policy during the policy review period.

The Governors' Resources Committee will review this policy for compliance on a three yearly basis.