



RICARDS LODGE HIGH SCHOOL

Charging and Remissions Policy

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Policy on Charges for School Activities

Academic Year 2020 - 2021

In line with the objectives of the charging provisions in the Education Act 1996

we aim to:

- maintain the right to free school education
- emphasise that there is no statutory requirement to charge for any form of education or related activity, but we recognise that we have the discretion to charge for optional activities.
- Confirm the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours
- A record is kept of all monies received.

1. Admission

1.1. There is no charge for admission to Ricards Lodge

1.2. The School requests a voluntary contribution to our School Fund of £50.00 per year for students in KS3 and KS4 and £50 in RR6. From the School Fund the school purchases items

which benefit the school community, enhancing our educational provision and improving our environment.

- 1.3. Parents are expected to ensure that students are dressed in school uniform.
- 1.4. A Blazer, Jumper, PE top, shorts or skirt monogrammed with the school logo can only be purchased from our supplier School Uniform Direct, Unit 5 Mitcham Industrial Estate, Streatham Road, Mitcham, CR4 2AP, <https://www.schooluniformdirect.co.uk>

The remainder of the uniform can easily be bought from most major chain stores.

- 1.5. Parents are expected to provide each student with basic equipment including a suitable school bag, fountain pen, pen, pencil, ruler, eraser and mathematical equipment.
- 1.6. School equipment should be treated with care. The school reserves the right to ask parents to make a contribution towards the cost of repair/replacement of property, equipment and computer software broken or damaged by students.

2. Prescribed Public Examinations

- 2.1. The Head teacher is required to enter students for each prescribed public examinations for which they have been prepared for by the school, except where in the opinion of the Headteacher, there are educational reasons for not doing so, or where the student's parents request in writing that the student should not be entered. The Headteacher will inform parents in writing as soon as practicable after deciding for which examination a student should be entered so that parents have the opportunity to comment on the decisions.
- 2.2. The cost of all fees for prescribed examinations shall be borne by the school, except where:
- 2.3. The Headteacher has determined that the student concerned shall not be entered for an examination for educational purposes:
- 2.4. The Headteacher agrees to enter a student for a prescribed examination for which she has not been prepared by the school.
 - 2.4.1. If a student fails without good cause to complete the examination requirements for any public examination for which the school has paid, the fee shall be recovered from the parents by the school. So far as the school is concerned, a student shall be deemed to have failed to complete the examination if she fails:
 - to complete the controlled assessment coursework requirements without good reason, and/or
 - to take one or more oral, practical or written examinations without good reason.

The determination of what constitutes "without good reason" shall be a matter for the school only in cases where the school is responsible for bearing the cost.

The Headteacher will consider each case on its merits, reach a decision and inform the parents of the charge levied and the reason for it.

In cases where a student is identified by the school as benefiting from re-taking a Public examination then the cost of one re-take only will be borne by the school.

2.5. Any additional re-takes or requests by parents to scrutinise examination results will be paid for by the parents.

3. Optional extras

3.1. Participation in any optional extras will be on the basis of parental choice and a willingness to meet such charges as are made. Any charges made may not exceed the cost of the provision of the optional extra.

4. Definition of Optional Extras

Optional Extras are:

- 4.1. Not part of the National Curriculum;
- 4.2. Not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- 4.3. Are activities which take place wholly or mainly out of school hours.
- 4.4. A non residential activity shall be deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of hours.
- 4.5. In the case of a residential activity, if the number of school sessions is less than the 50% of the number of half days taken up by the activity, the activity is deemed to have taken place out of school hours.
- 4.6. If a student withdraws from an activity the deposit paid will not be refunded unless their place is taken up by another student
- 4.7. In calculating the cost of optional extras an amount may be included in relation to:
 - a student's travel costs
 - a student's board and lodging costs
 - any materials, books, instruments and other equipment

- 4.8. Within the limitations of the Act, the Governing Body will determine on the advice of the Head teacher, whether any charge should be made and, if so, the amount. The full cost will normally be charged for each student, taking account of the terms of Income Support, Income based Job seekers allowance, support under part VI of the Immigration and Asylum Act 1999 and Child Tax credit act.

5. Residential Trips

- 5.1. Students are expected to pay for residential trips which take place out of school hours.
- 5.2. Payment includes travel, board and lodging as specified in the itinerary and insurance. It may also include materials, books, instruments or other equipment, entrance fees to museums, castles and an allowance for fluctuations in currency and banking charges.
- 5.3. If the trip is regarded as taking place within school hours the school will ensure that they inform parents whose daughter is in receipt of the Pupil Premium of the support available to them when being asked for contributions towards the cost of school visits.

6. Music Tuition

- 6.1. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- 6.2. Charges will be made for teaching an individual student to play a musical instrument or to sing.

7. Requests for Proof of Identity

- 7.1 The School will charge £10 where parents/carers/leavers request a formal letter seeking confirmation in writing of personal details required for agencies such as HMRC, Student Finance, Social Services or Visa's.