



## **The Tiffin Girls' School**

### **CHARGING AND REMISSIONS POLICY**

**REVISED JULY 2024**

#### **INTRODUCTION**

1. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.
2. This charging policy is in line with DfE requirements and current legislation. The school aims to provide a broad, balanced curriculum and a rich, exciting learning environment. The school budget covers all statutory teaching and learning curriculum needs but charges may be levied or voluntary contributions requested to provide for specific activities.
3. The charging policy is consistent with the school's Equalities Scheme and will ensure that no student or member of the school community is discriminated against on the grounds of protected characteristics or financial capabilities.
4. The school day is defined as 08.30pm-3.15pm excluding the lunchtime period 12.15pm-1.15pm. A school session is equivalent to half a day i.e. either one morning session before lunch or one afternoon session afterwards.
5. This policy should be read in conjunction with the school's Equality Scheme and Examinations Policies.

#### **VOLUNTARY CONTRIBUTIONS**

6. The School cannot charge for activities which are part of the normal school day or part of the National Curriculum, but can ask for voluntary contributions.
7. Examples of circumstances in which the School might ask for voluntary contributions include:
  - Transport on trips
  - Admission charges e.g. for special events at School
  - Certain activities in school hours that are not deemed to be a requirement of the curriculum

8. Communications with parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers:
- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
  - b) that registered students at the school will not be excluded from an activity or treated differently on allocation of places according to whether or not their parents/carers have been unable to make any contribution in response to the request
  - c) if insufficient voluntary contributions are received the school reserves the right to cancel the event on the grounds of financial viability
  - d) the amount requested for a voluntary contribution does not exceed the anticipated actual cost of the activity per student
  - e) when making requests for voluntary contributions, parents/carers should not be made to feel pressurised into paying as payment is voluntary and not compulsory. Requests made to parents/carers or directly to students, whether verbal or by email, should avoid any element of pressure.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher who is advised by the Finance Director.

## **CHARGES**

9. The School is allowed to charge for certain activities and facilities.
10. The School can charge for activities outside of the school day, as well as board and lodging on residential visits. The charge will not exceed the actual cost per student.

## **Trips and Visits**

11. Where trips and visits are compulsory and relate to courses approved by the School and followed by students, the school will ask for voluntary contributions. If contributions are not sufficient to cover the cost, the School will cover the balance, subject to overall budgetary constraints.
12. The School will charge for trips and visits which are not part of the school curriculum and outside the school day, i.e. optional extras.
13. An administrative charge of 2.5% of direct costs will be made for all trips of whatever nature, subject to a minimum of £2.50 per student and a maximum of £25.00 per student. For residential trips only, a contingency of 2.3% of direct costs will be added to the cost of the trip to allow for unforeseen costs.. A transaction fee of 1.6% of total costs will also be added to reflect the costs to the school charged by ParentMail.
14. The School will have clear procedures to enable payment by instalments as appropriate.
15. A fair, objective and transparent procedure for allocating places in case of over-subscription will be published. A 'first come, first served' payment system will be avoided which may favour some pupils more.
16. Any surplus at the end of a trip that equates to £10 or more per student is refunded to parents/carers. If the surplus equates to less than £10 per student, the money is donated to the whole school charity as soon as feasible.
17. Where possible the School will publish a list of visits (and their approximate cost) at the beginning of the school year so parents/carers can plan ahead.

## **Students' Work**

18. A voluntary contribution will be requested for the cost of materials from Year 7-9, GCSE and A-Level students studying Design Technology and Art on the basis that parents/carers wish their child to own the finished projects
19. The governors have considered the environmental and financial implications of unlimited access to computer printing facilities throughout the school. It has been decided that students will be given a free allocation of printing and a charge will be made via ParentMail if they exceed this allocation by £5.00 or more. Details of costs will be displayed in ICT suites.

## **Student Lanyard and Planner**

20. All students are issued a lanyard, student ID card and planner by the School. A charge will be made for replacement of such items.

## **Chromebook**

21. Parents/carers of students in Years 7, 8, 9, 10 and 11 are given the opportunity to purchase a Chromebook through a scheme run by the school. However, if parents/carers do not wish to purchase a Chromebook their child will not be at a disadvantage and will have the use of a loaned device where required to participate in a lesson. A school device loaned in these circumstances cannot be taken home.
22. A charge will be made for a Google Management Licence to be installed on any Chromebook used at school that has not been purchased through the school's scheme.

## **Examinations**

23. The School's Examinations Policy outlines how the school manages requests from students who wish to sit a non-curriculum examination through this Exam Centre. The full cost of the examination fee is recovered from the student, as well as a £25 administration fee and any invigilation fees if required.
24. If a student requires a review of marking, the School will charge the exam board fee and a small amount to cover administration costs.
25. If a student returns to sit any A levels after they have left, the school will charge the full cost of the examination fee as well as any invigilation fees if required.

## **Music Tuition**

26. No charge will be made for music tuition, in a group context, offered within a classroom setting as an essential part of the National Curriculum
27. Individual vocal/instrumental tuition, if requested by a student's parent/carer, can be provided by the school's team of Visiting Music Teachers (VMT's) and will incur a charge. VMTs are self-employed and invoice a student's parent/carer directly for their work. They charge a fixed fee per half hour; this fee is common to all VMT's and is reviewed periodically in consultation with the school.
28. Private music exams are organised through the ABRSM and are charged according to ABRSM fee structures.

### **Damage / loss to school property**

- 29.** A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, library and curriculum books, locker keys or materials). The charge will be the cost of replacement or repair or such lower cost as the Headteacher may decide.

### **Lettings**

- 30.** The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is set by the Operations Director and Finance Director and approved annually by the Finance and Contracts Committee.

### **Other charges**

- 31.** The Headteacher or Governing Board may levy charges for miscellaneous services up to the cost of providing these services, for example, providing information under a Freedom of Information request.

### **REMISSIONS**

- 32.** The school aims to give students as many varied learning experiences as possible and will do their utmost to ensure that all our students have the opportunity to benefit from such experiences. Where trips and visits are arranged either as an integral part of a particular syllabus or to enhance students' learning experience, parents/carers who have a child eligible for free school meals (either now or within the last six years) or in receipt of a sixth form bursary may be exempt from paying charges if financially viable for the school.
- 33.** Parents/carers who have a child eligible for free school meals (either now or within the last six years) or in receipt of a sixth form bursary, may be eligible for financial help from the school for board and lodging charges.
- 34.** In addition, help with paying voluntary contributions and other listed charges may be available in particular circumstances.
- 35.** Parents/carers are invited to contact the Head of Year or trip organiser, where applicable in confidence if they feel they may be eligible for financial help, and if they have concerns about their ability to pay for a charge or make a voluntary contribution. The decision will be made by the Headteacher.
- 36.** The school will fully fund a Chromebook for students for whom the school receives the Pupil Premium Grant.