



The Tiffin Girls' School

CHARGING AND REMISSIONS POLICY

REVISED JULY 2020

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 prejudiced on the grounds of disability, ethnicity, gender, religion, sexual identity or financial capabilities.
4. This policy should be read in conjunction with the school's Single Equality Scheme and Examinations Policy.

VOLUNTARY CONTRIBUTIONS

5. 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.
6. 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
7. 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 treated differently according to whether or not their parents/carers have made any contribution in response to the request
 - c) if insufficient voluntary contributions are received the school reserves the right to cancel the event
 - d) parents/carers in certain financial circumstances may not be expected to make voluntary contributions
 - e) the amount requested for a voluntary contribution must not exceed the actual cost of the activity per student

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

CHARGES

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

Trips and Visits

10. 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 endeavour to pay the balance.
11. 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.
12. The School will have clear procedures to enable payment by instalments as appropriate.
13. 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.
14. 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.
15. 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.

Student's Work

16. A charge will be made for materials for those students wishing to keep their work produced in the design technology and art departments.
17. 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 will be charged if they exceed this allocation. Details of costs will be displayed in ICT suites.

Hire Charges

18. Sixth Form Lockers – A non-refundable hire charge will be levied for the use of a locker. There will be an additional charge for loss of keys.

Student Lanyard

19. All students are issued a lanyard and student ID card by the School. A charge will be made for replacement.

Chromebook

20. 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 may not be taken home.

21. 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

22. 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.
23. If a student requires a review of marking, the School will charge the exam board fee and a small amount to cover administration costs.
24. If a student in Year 13 wishes to re-sit an AS which they sat in Year 12 or 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.

UCAS References

25. A fee is chargeable for a UCAS application requiring a rewrite of a student's UCAS reference after students have left Y13.
26. A fee is chargeable per application for all overseas school/university/college applications.

Music Tuition

27. Individual 1:1 tuition is provided by independent peripatetic music teachers who charge a fixed fee per half hour.
28. A fee is charged by the School for the administration of peripatetic music lesson payments.
29. Private music exams are organised through the ABRSM and are charged according to ABRSM fee structures.

Damage / loss to school property

30. A charge may 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 such lower cost as the Headteacher may decide.

Lettings

31. The school will make its facilities available to outside users at a charge of at least the cost of providing facilities. The scale of charges is determined annually by the Finance and Contracts Committee.

Other charges

32. 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

- 33.** 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 visits are arranged either as an integral part of a particular syllabus or to enhance students' learning experience, parents/carers who are in receipt of the following benefits may be exempt from paying charges if financially viable for the school.
- a. Universal credit in prescribed circumstances (the government plans to prescribe these circumstances when universal credit is fully rolled out).
 - b. Income support.
 - c. Income-based jobseekers allowance (IBJSA).
 - d. Support under part VI of the Immigration and Asylum Act 1999.
 - e. Child tax credit, provided that working tax credit is not also received and the family's income as assessed by HMRC does not exceed certain limits.
 - f. Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit.
 - g. The guarantee element of state pension credit.
 - h. An income-related employment and support allowance.
- 34.** Parents/carers who have a daughter 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.
- 35.** In addition, help with paying voluntary contributions and other listed charges may be available in particular circumstances.
- 36.** Parents/carers are invited to come to speak confidentially with the Headteacher 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.
- 37.** The school will fully fund a Chromebook for students for whom the school receives the Pupil Premium Grant.