



## Charges and Remissions Policy 2021 - 2023

Date of last review:	October 2021	Date of next review:	October 2023
Policy Owner:	Finance & HR Manager	Approval:	Management Committee

### Introduction

This document sets out the Charging Policy of The Rosewood School (TRS) and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

### Educational Visits and Extra-curricular activities

The Management Committee will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. Where costs are involved, parents may be asked to contribute.

TRS staff and transport costs will be met by school. If funds received are insufficient, the visit may be underwritten by the School, or cancelled, at the discretion of the Headteacher.

### Voluntary Contributions for Non Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity.

These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the Head Teacher and is designed to cover the cost of the activity without affecting the schools budget allocation. Staff costs will always be met by school.

There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others.

Parents have a right to know how each trip is funded and the school will provide this information on request.

### **Residential Visits for Curriculum Activities**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the curriculum, no charge is made for the education element. A charge will, however, be made to cover the costs of board and lodging.

For activities which take place out of normal school hours, costs of hiring trained staff for specialist activities may be charged in addition to board and lodgings. The staff costs and vehicle costs will be met by school.

### **Sports activities**

The school organises sporting activities for the pupils as part of the curriculum. These take place in school time and, although they exceed the curriculum requirement, the school does not levy a charge to parents

### **Damages or Breakages**

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, will render the parent/carer liable for the cost of repair or replacement.

In cases of accidental damage to personal property within school, application may be made to the Headteacher to cover full payment or refer to the Management Committee if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Management Committee will be guided by the DfE and local authority regulations currently in use.

### **Uniform**

Uniform is not currently available for parents to buy. However, if this was introduced then the uniform would be offered at a subsidised rate.

All prices would be reviewed annually and parents/carers would be informed at their child's pre-admission meeting.

### **Circumstances where the school may charge parents/carers optional extras**

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

#### **Music Tuition**

- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the entitlement curriculum.

### **Transport**

The local authority has a statutory obligation to provide transport for pupils who have an EHCP. Currently TRS does not provide transport for pupils without an EHCP, however if this was arranged for a pupil to allow them to access an education at one of the TRS sites then a charge will be made to the parent/carer.

**Examination Fees**

An examination that is independent of TRS curriculum or the home school that the pupil is registered at.

Should TRS arrange for the pupil to take an examination that meets this criterion then the examination fee will be payable by the candidate. This also applies for re-sit fees, which may be payable by the candidate.

**Personal possessions**

The school will not accept responsibility for lost or damaged articles of clothing or any personal possessions.

**Payments to School**

Payments from parents/carers for any activity, damage costs or lunch items must be paid via the school's business manager. We accept cash, bank transfers or cheque payments.