

Rutlish School



Charging and Remissions Policy

Students on roll Y7-11

Committee ownership for this policy: SBC, Curr, Incl, Prem, RR6, FGB	SBC
Must be approved by FGB: Y / N	N
Required by:	Statutory
Frequency of review:	Annually
Date last reviewed:	Autumn 2025
Date of next review:	Autumn 2026
Display on website: Y / N	Y
Responsible	SBM
This policy will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.	

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The Governing Body at Rutlish School recognises the valuable contribution that the wide range of additional activities; including clubs, visits and residential experiences, can make towards a student's personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the School and as additional optional activities. This policy is based on advice from the Department for Education (DfE) on [Charging for school activities](#) and [Education Act 1996](#), section 449 to 462 of which set out the law on charging for school activities in England.

1. Trips and Visits

When school visits are arranged which:

1. Fulfil any requirements specified in the syllabus for a prescribed public examination, or
2. Are specifically to fulfil statutory duties relative to the National Curriculum, or
3. Are specifically to fulfil statutory duties related to religious education.

No charges will be made, but a voluntary contribution may be requested.

- a) **In the case of all visits and journeys arranged in school hours** there will be no compulsory charge, however parents will be asked for a voluntary contribution to the cost. No Students will be excluded from an activity if their parents/carers are unwilling or unable to pay, but if the school is unable to raise enough funds for an activity or visit then it will be cancelled. Every effort will be made to contribute to the cost of students whose parents/carers receive Government Financial Support.

In addition, parents/carers of students participating in a residential experience which falls within school hours will be asked to pay for board and lodging.

- b) **All visits and journeys arranged outside of school hours**, which do not fall within categories 1, 2 or 3, are optional and parents/carers will be required to pay the actual cost of the visit or journey, and costs incurred through supervision.

Parents/Carers in receipt of Government Financial Support who wish their child to participate in an optional extra, but are unable to pay the full amount, should apply to the Headteacher for consideration for financial support.

2. Equipment

Students must return all textbooks to the school either by the date notified to them by the Head of Department, or no later than the date of their last examination. Parents/Carers will be required to pay for any textbook not returned.

Parents/Carers may be invited to contribute in money or kind for materials and equipment etc. needed for practical subjects to be taken home.

3. Examinations

Parents/carers will not be charged for entry to any prescribed public examination that the student is studying as part of his academic timetable in that academic year. The school would only consider paying for a retake if the student remained on roll in Year 12 and the student was entitled to a bursary. (This excludes English and Maths)

In some cases, parents/carers may be asked to pay for an examination or remarks, for example:

- a) Students failing to fulfil the criteria outlined in the School's Examination Entry Policy, but wishing to be entered.
- b) If a student chooses not to attend a public examination without a valid reason.
- c) A request for a re-mark or re-take, not supported by the school.
- d) Subjects not offered within the curriculum
- e) Administration for access to scripts

Please see the policy 'Examination Entry Policy & Procedures for the Administration of Examinations and Externally Assessed Courses' for more information.

4. Internal Assessments

A request may be made for an internal appeal of the marks awarded for their Non-Examination Assessment. In this instance they will be required to pay. Three charges will be applied that acknowledge the differences between the coursework components and recognises the time required to review these marks. Which tier a coursework component falls in to is indicated on the relevant application form and will be updated yearly.

A tier one subject will be charged at £50

A tier two subject will be charged at £75

A tier three subject will be charged at £100

If a student is Looked After or is eligible for Pupil Premium the school will make every effort to incur the costs.

A parent/carer may appeal against a Head of Department's decision not to support financially a parental request (see the School's Procedures for Disputes over the Examination Policy, including the Internal Appeals Procedure).

5. Loss and Damages

The school reserves the right to charge for repair and replacement of school equipment and property in cases of deliberate vandalism or breakage.

6. Additional

Carers will be charged for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent/carer.

The school may request a voluntary contribution towards the School Fund. This is currently set at £10 per month. This is to assist the school in paying for additional equipment.

7. Uniform

Uniform clothing grants were abolished in April 2011 and there is no longer a legal requirement to provide clothing grants. However, Rutlish School is willing to consider applications for funding on a case by case basis. Please put any formal requests in writing to the School Business Manager.

8. Remissions for Optional Extra Trips

In the case of some trips, as approved by the Headteacher and governing body, the school will consider financial support if parents and carers can prove they are in receipt of any of the following benefits.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Parents should write to the Headteacher. If a parent or carer does not meet the criteria above but would like to apply for financial support they should also write to the Headteacher.

9. Governing Body Statement

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made. Nothing in the policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.