RR6 Charging and Remissions Policy

Committee ownership for this policy: SBC, Curr, Incl, Prem, RR6, FGB	RR6
Must be approved by FGB: Y / N	N
Required by:	Statutory
Frequency of review:	Annually
Date last reviewed:	Autumn 2026
Date of next review:	Autumn 2027
Display on website: Y / N	Y
Responsible	Headteacher Rutlish & Headteacher Ricards
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.	

Contents

1. RR6 General 2
2. Trips and Visits 2
3. Optional extras 3
4. Public Examinations 3
5. Internal Assessments 4
6. Remissions for Optional Extra Residential trips 4
7. Loss and Damages 5

POLICY ON CHARGES FOR SCHOOL ACTIVITIES

The Governing Body of RR6 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 RR6 and as additional optional activities. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

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 activities; confirm the right to invite contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours; keep a record of all monies received.

1. RR6 General

There is no charge for admission to RR6.

The School requests a Voluntary Contribution to our School Fund of £50 per year. From the School Fund the school purchases items which benefit the school community, enhancing our educational provision and improving our environment.

School equipment should be treated with care. The school reserves the right to ask parents to contribute towards the cost of repair/replacement of property, equipment and computer software broken or damaged by students.

If a department has provided text books, Year 12/13 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 or returned in poor condition.

Extra-Curricular: There may be a charge for extra-curricular activities (eg Music Tuition) outside normal timetables classroom activities.

Materials: Parents/carers may be invited to contribute in cash or kind for materials and equipment etc. needed for practical subjects where there is a finished product to be taken home.

ID Cards: All RR6 students will be issued with a personal ID photograph card which must be worn at all times. Lost cards must be replaced immediately and parents/carers will be charged £5 for a replacement.

Text books: Students are encouraged to buy their own copies of recommended text books for their courses. For some subjects, on-line text books are available for students to use.

2. Trips and Visits

Both schools will follow their trips & visits procedures. The Governing Body must be informed of any residential trips taking place.

The parents/carers of students participating in a residential experience will be asked to pay for board and lodging, transport and other incidental costs. The Finance Office of each school will be notified in advance of any trips or visits taking place and will be sent a copy of the Trips & Visits pack prior to receiving any payments from students.

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 school hours.

3. Optional extras

Participation in any optional extras will be on the basis of parent/carers choice and a willingness to meet applicable charges required.

Optional Extras are:

- Not part of a syllabus for a prescribed public examination or approved course that the pupil is being prepared for at the school.
- Are activities which take place wholly or mainly out of school hours.
- 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.
- If a student withdraws from an activity the deposit paid will not be refunded unless their place is taken up by another student. Where places have been booked in advance departments will be expected to cover the cost of places not taken up.

Exceptions

- 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,
- and any materials, books, instruments and other equipment.
- Within the limitations of legislation, the Governing Body will determine on the advice of the Head Teacher, whether any charge should be made and, if so, the amount.
- If a student is in receipt of Discretionary Bursary Funding a proportion of the cost may be met by the School.
- In the case of visits and journeys arranged in school time, parents/carers may be invited to contribute to the cost. Students will not be discriminated against if their parents/carers are unwilling to contribute to the cost, but if a number of parents are unable to support the visit, it is unlikely to take place.

4. Public Examinations

The Head of Centre is required to enter students for each prescribed public examination for which they have been prepared for by the school, except where in the opinion of the Head of Centre, 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 Head of Centre will make all final decisions.

Students are informed in writing once examination entries are made.

The cost of all fees for prescribed examinations shall be borne by the school, except where:

- The Head of Centre has determined that the student concerned shall not be entered for an examination for educational purposes.
- The Head of Centre agrees to enter a student for a prescribed examination for which he/she has not been prepared by the school.
- 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 requirements if he/she fails:
    - To complete the coursework requirements without good reason,
    - To take one or more oral, practical or written examination without good reason.
- If a student chooses not to attend a public examination "without good reason", parents/carers will be required to pay the fee for that examination, including an administration fee.

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 Head of Centre 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 RR6 student is identified by the school as benefiting from re-taking a public examination then the cost will be borne by the school. For former RR6 students wishing to retake an

examination, these will be considered on a case by case basis be each school's Headteacher (Ricards or Rutlish) with reference to their school's Examinations Policy.

In cases where a student is identified by the school as benefiting from re-marking a public examination then the cost will be borne by the school. The student has to agree to a post result service and need to sign the form.

A parent/carer/student may request a post-result service (eg review of marking) of a public examination paper, including NEA (non-examination assessments) as part of the qualification. In this instance, the cost will be met by the parent/carer/student.

If a Head of Department requests a remark of one or more examination papers, the school will pay the necessary fee(s). A parent/carer may appeal against a Head of Department's decision not to support financially a parental request for a remark (see the School's Examination Policy).

5. 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 eligible for Bursary, the student should use this funding to pay for 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).

6. Remissions for Optional Extra Residential Trips

In the case of some residential trips, as approved by the 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-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Universal Credit (regardless of annual net income)

Children eligible for free school meals (FSM), including under the expanded criteria from September 2026, will also be eligible to have the cost of board and lodging remitted on curriculum residential visits. This includes parents/carers whose child is already known to the school to be currently eligible for FSM.

Parents/carers who have no recourse to public funds (NRPF) may be able to receive FSM for their child, subject to maximum income thresholds. Where this is the case, they will also be exempt from paying the cost of board and lodging for curriculum residential visits.

Where a student becomes newly eligible for FSM after their parent/carer has already paid for board and lodging on a curriculum residential visit, we will refund the amount paid provided their child's entitlement is in effect before the visit takes place.

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.

7. 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.

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 preludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.