RAYNES
PARK HIGH SCHOOL

Charging and Remissions Policy

Statutory	Yes
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Charging and Remissions Policy

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Statement of intent

Raynes Park High School is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE 'Maintained schools governance guide'
- DfE 'What maintained schools must or should publish online'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Data Protection Policy
- Freedom of Information and Publication Scheme

1. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

2. Roles and Responsibilities

The governing body will be responsible for:

- Reviewing this policy
- Reviewing the management of the school's delegated finances at relevant Business Committee meetings

- Ensuring the school acts in accordance with this
- Reviewing and ensuring money is spent for the educational benefit of students attending the school, and for the benefit of students in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE

The Headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents/carers and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis

The SBM will:

- Process and record payments for activities, taking into account any remissions applied
- Ensure that the correct invoices are sent to parents, and that payment is received

3. Charging for education

The school will not charge for:

- Admission applications
- Education provided during school hours, including the supply of any materials, books, instruments or other equipment
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of RE
- Instrumental or vocal tuition, for students learning individually or in groups, unless provided at the request of the student's parent
- Entry for a prescribed public examination, if the student has been prepared for it at the school
- Examination resits, if the student is being prepared for the resits at the school

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Optional extras
- Music tuition (in certain circumstances)
- The use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information

4. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - Part of RE
- Examination entry fees where the student has not been prepared for the examinations at the school
- Transport, other than that required to take the student to school or to other premises where the LA has arranged for the student to be provided with education
- Board and lodging for a student on a residential visit
- Extended day services offered to students, e.g. after school clubs and supervised homework sessions

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. A subsidy will not be charged for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

5. Examination fees and resits

The school may charge for examination fees if:

- The examination is on the set list (which includes SATs, GCSEs and A-levels), but the student was not prepared for it at the school
- The examination is not on the set list, but the school arranged for the student to take it
- A student fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee

Where a student is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once students have left the school, resits must be taken at the school.

If a student or their parent consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved will be covered by the student or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or student will have their fees refunded.

6. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No student will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

7. Music tuition

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the student's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

No charge for music tuition will be made in respect of students who are looked after by a local authority.

8. Transport

The school will not charge for:

- Transporting registered students to or from the school premises, where the LA has a statutory obligation to provide the transport

- Transporting registered students to other premises where the governing body or LA has arranged for students to be educated
- Transporting students to meet an examination requirement when they have been prepared for the examination at the school
- Transport provided for an educational visit

9. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set ourbelow.

In the case of non- residential activities:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours and no charge will be made
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of RE
- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Where a visit is residential, if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional

10. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of students or their parents/carers. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

11. Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Finance Department via finance@raynespark.merton.sch.uk.

12. School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a student or their parents cancel the student's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the student's place on the trip, and whether the place on the trip can be offered to another student.

Where a student or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the student to attend future trips and visits.

In the event that a student cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the student's place on the trip and whether the place on the trip can be offered to another student.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess if greater than £5 per student.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all students and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

13. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

RAYNES PARK HIGH SCHOOL

Equality Impact Assessment

Policy	Charging and Remissions Policy
EIA completed by:	Samantha Barnard
Contributors to EIA:	
Policy will affect	× Students × Staff ☐ Governors ☐ Volunteers ☐ Visitors
Date completed:	11/03/25

Impact analysis

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL THE POLICY HAVE THIS EFFECT?
Sex		✓		
Race		✓		
Religion or belief		✓		
Sexual orientation		✓		
Gender reassignment		✓		
Pregnancy or maternity		✓		
Age		✓		
Disability		✓		
Marriage or civil partnership		✓		
	Additional contextual groupings			
EAL		✓		
LAC	✓			Will ensure students are not excluded from chargeable items due to their situation
Families with separated parents		✓		

Outcomes

CONSULTATION AND STAKEHOLDER ENGAGEMENT
Include details of any internal or external consultation done, and its outcomes: N/A

FINAL DECISION ON POLICY
Please tick the appropriate decision: ☐ Remove the policy (if it's not statutory) ☐ Adapt the policy to address the equality issues you've identified × Keep the policy without change