



## CHARGING AND REMISSIONS POLICY

1. Thomas Tallis School wishes to make a broad programme of activities accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when TT may wish to ask for voluntary contributions. (Remission means reducing or not applying a charge).
2. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989.

### Charging

3. No student should have his or her access to the curriculum limited by charges. However, TT reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made TT reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

### Voluntary Contributions

4. Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education), parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a student is allowed to participate in an activity to be financed by voluntary contributions.

### Remissions

5. TT will apply the statutory minimum remissions to any charges that they make. However no student shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Head.

### Liability for personal property

6. TT does not accept liability for any items of personal property lost or damaged at TT, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Head.

## Management of policy

7. This policy is implemented and managed by the Head.
8. The Governing Board reviews this policy on a regular basis and recommends amendments for final decision.

## Practice and procedures

9. Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions:
10. Activities which are AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination. It is not normally possible to **charge** for these activities.
11. Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the student's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Head.
12. The school may make a charge where the law permits it for:
  - a. the cost of board and lodging for all residential activities [subject to full remission being given to those students whose circumstances attract Pupil Premium funding],
  - b. activities that take place during lunch breaks,
  - c. the services of a non-TT organization employed during TT hours,
  - d. materials used in the production of an article where the student's parent has indicated in advance that he or she wishes the article to be owned by the student. Where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the student's parent would have indicated in advance that he or she wishes the article to be owned by the student, then the student shall undertake the exercise but not be allowed possession of the article on completion.
  - e. Public examinations where without good reason a student fails to complete the requirements of the examination (including attending the examination), or where the student is entered for another examination not part of the curriculum at the parent's request and the school's agreement.
  - f. **Voluntary contributions** for such activities may be requested, but this must be done in line with the stated objectives of this policy. Organizers of activities may ask for voluntary contributions to cover the costs of:
    - i. travel, board and lodgings
    - ii. materials, books and equipment
    - iii. teaching costs including supply cover
    - iv. associated administrative and support staff costs
    - v. tickets and entrance fees.
  - g. The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to

cover the direct cost per student, fixed overhead costs and where appropriate, with an allowance for a contingency.

- h. When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:
  - i. there is no obligation to make a contribution
  - ii. no student will be treated differently or not allowed to participate according to whether a contribution has been made,
  - iii. it may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.
- 13. Activities taking place outside or mainly outside school hours that are NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination ('extra-curricular activities').
- 14. A **charge** may be levied in order to support the wide range of additional extra-curricular activities arranged by TT. The organisers of activities will normally determine a charge to cover the costs of:
  - a. travel, board and lodging
  - b. materials, books and equipment
  - c. teaching costs including supply cover
  - d. associated administrative and support staff costs
  - e. tickets and entrance fees.
  - f. For an extra-curricular activity the charge should be set to cover the direct cost per student, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure.
- 15. When writing to parents the benefit and aims of the activity must be described along with any risks associated and the policy regarding remissions.

## Acts of Vandalism and Negligence

- 16. Thomas Tallis School reserves the right to recover part, or the whole cost, of damage to buildings or equipment because of vandalism or negligence by a student. Repayment terms may be negotiated with parents in need of such a facility.