



## Richmond Hill Charging & Remissions Policy

We aim to in all we do to -

**'Empower, Embrace and Encourage'**

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This is school policy	Yes

At Richmond Hill our students have access to a broad, balanced and extremely varied curriculum which is entirely tailored to meet their individual needs. This could include:

- Visits into the community which may include the library, park, cafe, supermarket or local shops
- Horse riding
- Trips and visits to support areas of learning
- Theatre visits or visits in school from Theatre Companies
- Shopping and cooking (part of the Life Skills Curriculum)
- Residential trips
- Swimming

It is the policy at Richmond Hill, in line with the 1988 Education Act to provide free education for all pupils. However, the Governors also recognise that it would be impossible for the school to continue to organise such a varied and exciting curriculum for all the pupils without extra financial support.

The Department for Education advice published in May 2018 clearly states that the Governors can charge for activities known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

1. Education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
2. Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
3. Board and lodging for a pupil on a residential visit;
4. Extended day services offered to pupils (for example breakfast club, after-school clubs).

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra (ingredients for living skills lessons);
- the cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

### **Voluntary contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Every letter sent to parents regarding trips and activities state the following;

*"We are asking for a voluntary contribution of £££ to cover the cost of this trip, **PAYABLE VIA THE PARENTMAIL APP.** We wish to make it clear that no pupil will be denied participation on the grounds of non-payment. Unfortunately if insufficient contributions are received this visit may have to be cancelled."*

The Governors at Richmond Hill School have agreed that **voluntary contributions** may be requested for the following:

- Education provided on any trip that takes place during school hours.
- Transport provided in connection with an educational trip
- Swimming sessions
- Cookery ingredients