

Rugby High School

Policy on Charging and Remissions

Introduction

Rugby High School is committed to inclusion and to enabling all students to access provision regardless of their personal circumstances. The purpose of this policy is to clarify the circumstances in which parents may be charged for educational activities, equipment or to raise money for school funds generally.

Such contributions are entirely voluntary. Students will not be discriminated against in any way should their parents choose not to contribute. Where an activity attracts insufficient voluntary contributions to make it financially viable, it will be cancelled and contributions already paid returned to parents.

School Fund

The school will continue to invite all parents to make a contribution towards the School Fund. The purpose of the School Fund is to provide financial assistance to support students whose personal circumstances are such that they would not otherwise be able to access provision (see paragraph Financial Assistance) and to provide additional support to the school enabling the purchase of educational equipment and services which could not otherwise be met from the school budget. The level of voluntary contribution sought will be determined by the Finance Committee of the governing body.

Activities During the School Day

The school will seek to recover the costs associated with activities that take place during the school day and that incur costs through voluntary contributions. The costs will include the costs incurred by any supervising staff and may include a small administrative charge (not more than 10% of the total).

Activities Outside School Hours

The school will charge for activities that take place outside normal school hours. The costs will include the costs incurred by any supervising staff and may include a small administrative charge (not more than 10% of the total).

Academic Tuition

There is no charge for academic tuition that occurs during the school day. The school may charge a fee of up to £75 per term for tuition. In addition, students attending after school classes will be responsible for exam entry fees and text books. Fees will be published in advance, approved by the Headteacher and reviewed by the Finance Committee.

Evening Classes

Evening classes will be charged at a rate to be agreed annually. Concessions may be granted as described under "Financial Assistance".

Books and Equipment

All essential books and equipment will be provided free of charge. However, parents may be given the option of buying some books and items of equipment. Such purchases are entirely voluntary.

Contingencies

Budgets for activities (especially residential activities) may include an element of contingency funding. Where the contingency is not used and is greater than £10 per person, this element will be refunded. Where it is smaller than £10 per person any residual amount will be donated to school funds.

Music Lessons

Warwickshire Music Hub provides instrumental tuition and will charge parents directly for this service. There is no charge made by the school to either parents or Warwickshire Music Hub. Financial assistance is available from Warwickshire Music Hub.

Public Examinations

Charges are not normally made for entering pupils for public examinations. However, an examination entry fee and administration charges including the cost of invigilation may be charged to parents if:

- the student was not prepared for the examination at school;
- 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;
- the student has asked to resit the examination in order to improve her/his grade.

Charges may be made for remarks and returned scripts. These will reflect the charges made by the examination boards plus and a school administration fee (not more than 10%).

Residential Activities

The school will charge the parents of all students for the cost of board and lodging during residential school activities. This cost will not exceed the actual cost of the provision. If the residential activity occurs entirely outside term time, charges will reflect the whole cost of the activity including the costs incurred by any supervising staff. Costs may include a small administrative charge (not more than 5% of the total). If an element of the activity occurs during school hours and during term time the provision described in Activities during the School Day applies.

Transport

Transport for students travelling between Lawrence Sheriff School and Rugby High School to access Sixth Form courses will be provided free of charge. All other transport will be charged for. Charges will reflect the full cost of providing the transport and the associated administration.

The Headteacher has the discretion to wave transport charges where students are representing the school. Financial assistance for students representing the school is available to those meeting the criteria.

Financial Assistance

Where the activity takes place wholly, or mainly, during school hours students who have a free school lunch entitlement, will be entitled to the remission of these charges:

For activities which are necessary as part of the national curriculum, or form part of the syllabus for a prescribed examination that the school is preparing the students to sit, or the syllabus for religious education a similar entitlement applies where the activity takes place outside of school hours. This provision also applies to the tuition charge for community classes.

Pupil Premium

The school will use Pupil Premium funds to promote achievement amongst students as determined by the DfE.

16-19 Bursary Funds

The school will apply the rules as determined by the DfE.