

# LANCASTER ROYAL GRAMMAR SCHOOL

## POLICY STATEMENT

<b>Number</b> 47	<b>Date Approved by Board of Governors</b> December 2019
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### CHARGING AND REMISSIONS POLICY

The Governors of Lancaster Royal Grammar School (LRGS) gratefully acknowledge the financial support given to the School by generations of parents as well as many former pupils without whose help the quality of education provided here would be infinitely diminished. The Governors also express their thanks to staff who over the years have given their time and energy to the organisation and execution of a wide variety of extra-curricular activities. It is their firm intention to encourage the continued provision of a rich and varied education, assisted by contributions from parents within the terms of their charging policy which is detailed below.

#### General Information

- i) Education during school hours.  
Education provided by LRGS during school hours is free of charge with the exception that a charge may be made for individual tuition in the playing of a musical instrument other than where such tuition forms part of the syllabus for a prescribed public examination.

LRGS may, however, continue to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school. The terms of any request to parents to make voluntary contributions will make it clear that:

- a) there is no obligation to contribute and
- b) pupils will not be treated differently according to whether their parents have made a contribution in response to the request.

- ii) Education outside school hours.  
No charges will be made for education or associated incidentals, provided wholly or mainly outside school hours, for registered pupils where the education is provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination or
- b) specifically to fulfil statutory duties relating to the National Curriculum or religious education.

In these circumstances the only charges which will be made relate to the cost of board and lodging on residential visits.

#### Charging Policy

- i) Admissions  
Pupils will continue to be admitted to the school according to the School's admissions policy, details of which are available on request. The financial circumstances of parents will not be considered during the selection procedure.

- ii) **Transport**  
Any transport provided in school hours to carry pupils between parts of the school's premises or between the school and any other place where education is to be provided by the school, will be provided free of charge. If a pupil makes use of transport not provided by the school to travel direct from home to an activity sanctioned, though not provided by the school, the parents will normally be expected to meet the cost of such travel. An example would be travel direct from home to work experience. The school will consider a subsidy where parents have difficulty in meeting such a cost.
  
- iii) **Charging in kind**  
The school will provide or pay for any ingredients, materials, equipment etc needed for practical subjects such as Design Technology and Art. The school reserves the right to charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product.  
The school may also charge for books used in other subjects. The Governing Body reserves the right to remit charges for books in cases of hardship. The books provided to pupils may be in hard copy or electronically.
  
- iv) **Activities arranged during school hours by a third party**  
In exceptional circumstances, where a pupil is granted leave of absence to join an activity organised by a third party, parents will be required to pay for charges levied by the third party. Parents would need to satisfy themselves as to the adequacy of arrangements made to secure the safety and welfare of the pupils.
  
- v) **Extra Curricular Activities**  
Charges may be made for education wholly or mainly outside school hours which do not fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum. Such education is defined as an extracurricular activity.

Participation in an extracurricular activity will be on the basis of parental choice. The agreement of parents is therefore a necessary prerequisite for the provision of an extracurricular activity for which charges are to be made. The charge made will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. Subsidies for pupils wishing to participate whose parents are unwilling or unable to pay the full charge may be funded from school funds or voluntary fund raising. The cost can include an appropriate element for:

- a) the pupil's travel costs
- b) the pupil's board and lodging
- c) materials, books, instruments and other equipment
- d) non-teaching staff costs
- e) entrance fees to museums, castle, theatres etc.
- f) insurance costs

The charge may also take account of costs of teaching staff specifically engaged for the purpose of providing the activity. A contribution may be made towards the cost of teachers employed to cover teaching staff employed by the Governors who are participating in the activity provided. Costs of teaching staff already employed by the Governors will not be included unless they are:

a) employed to provide individual tuition in the playing of a musical instrument

or

b) engaged on a separate contract for services to provide the optional extra.

vi) Board and Lodging

Where a school activity involves pupils in nights away from home, the Governing Body will normally make a charge for board and lodging. Any charges will not exceed the actual cost of providing board and lodging for that pupil.

vii) Tuition in the playing of musical instruments

No charge will be made for class music tuition. Music tuition, whether group or individual, will also be free if it forms part of the syllabus for a prescribed public examination or is required by the National Curriculum.

Where charging for tuition is appropriate parental agreement will be obtained before a pupil is given tuition. The charge can include the cost of the music teaching, the cost of sheet music, and the hire and insurance of a musical instrument.

The Governing Body reserves the right to remit charges for instrumental music tuition in cases of hardship.

No charge will normally be made for vocal tuition if this is given to fulfil the obligations of the school choir within school hours. Individual vocal tuition may be charged.

viii) Tuition for Speech and Drama

No charge will be made for class speech and drama lessons. Speech and drama tuition whether group or individual, will also be free if it forms part of the syllabus for a prescribed public examination or is required by the National Curriculum.

Where charging for tuition is appropriate parental agreement will be obtained before a pupil is given tuition. The charge can include the cost of the speech and drama tuition any external examination fees and any materials needed to complete the course of tuition.

The Governing Body reserves the right to remit charges for speech and drama tuition in cases of hardship.

ix) Extra Curricular Lessons

A charge may be made for the teaching of subjects that are not included in the Curriculum approved by Governors. The charge can include the cost of the tuition any external examination fees and any materials needed to complete the course of tuition.

The Governing Body reserves the right to remit charges for extracurricular tuition in cases of hardship.

x) Public Examinations

No charge will be levied for examinations except where:

- a) the school has not prepared the pupil for the examination in the year for which the entry is made
  - or
  - b) a pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it
  - or
  - c) a pupil chooses to resit an individual module or a whole examination.
  - or
  - d) a pupil or parent requests that the exam result given is appealed or for the exam paper to be returned. If the appeal is upheld by the examination board the fee paid will be refunded
- xi) **Breakages, Fines and Damages**  
 The Governors give notice that parents may be asked to pay for the cost of repairs or replacements necessitated by their son's actions. Books not returned after use, damaged or annotated, will be subject to a charge. Fines may be levied for books etc. not returned on time.

### **Remissions Policy**

It is the firm intention of the Governors that, in so far as financial constraints allow, no pupil should be prevented from partaking in any organised school activity solely because of his parents' inability or unwillingness to help meet the cost. The Governors will therefore seek to assist such pupils in the following ways:-

- i) Parents are in receipt of the following support payments:
  - Universal Credit where it has been introduced or the following benefits that are available prior its introduction
  - Child Tax Credit
  - Housing Benefit
  - Income Support
  - income-based Jobseeker's Allowance (JSA)
  - income-related Employment and Support Allowance (ESA)
  - Working Tax Credit- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.

will be eligible for complete remission of board and lodging charges for residential activities during school hours or those, outside school hours, which are required as part of the curriculum.
- ii) The school has access to benefactions contribute which are designated to provide assistance to pupils to enable them to take part in school activities such as field studies, trips and expeditions. Applications from parents for assistance from these funds are encouraged.

## **Delegation of Decisions**

The Governors have determined:

- i) to leave to the Head's decision, the proportion of costs of an activity which should be charged to public or non-public funds,
- ii) to delegate to the Chairman and the Head the determination of any individual case arising from the implementation of this policy.

## **Voluntary Contributions**

The Governors may seek voluntary contributions for the benefit of the school or in support of a school activity.

There is no obligation on parents to contribute and registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Voluntary contributions are sought as follows:

- a) **Annual Fund**  
A contribution is requested to assist with the cost of a wide range of activities.
- b) **Special outings**  
Parents will be informed of any opportunity which the school intends to provide for pupils to take part in trips and expeditions and will be given an estimate of the likely cost. It will be made clear that the school's ability to proceed with the activity will depend on raising sufficient funds.
- c) **Materials, equipment etc.**  
Parents who are willing to contribute in cash or in kind (eg through the auspices of the "Friends of LRGS" or to the School's Development Fund) will continue to be encouraged to do so.