



POLICY INFORMATION STATUTORY

Name of Policy/Procedure: **Charging and Remissions Policy**

Current version date: Summer Term 2026
Review cycle: Annual

Next review date: **Summer Term 2027**

Reviewed by	Date	Approved
DUR – no changes	May 2017	FGB: 22 nd May 2017
A Atkinson	February 2019	FGB: 1 st April 2019
A Atkinson – no changes	May 2020	FGB:
H Goodwin	Summer 2021	FGB: 14 th June 2021
H Goodwin – no changes	Summer 2022	FGB: 28 th June 2022
H Goodwin – no changes	Summer 2023	FGB: 27 th June 2023
H Goodwin	Summer 2024	LME: 18 TH June 2024
H Goodwin	Summer 2025	LME: 17 th June 2025
H Goodwin – with changes	Summer 2026	FGB : 1 st July 2026

Policy on Charging Principles

We are committed to a free school education for all.

We Aim To:

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

PRACTICES

With the aforementioned aims in mind, it is the Policy of Ruskin Community High School:

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- If insufficient voluntary contributions are not forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Board/lodging on residential trips will not be charged to those parents in receipt of Income Based Job Seekers Allowance, Income Support, Child Tax Credit (provided their annual income is below an amount determined annually in April), Support under part VI of the Immigration and Asylum Act 1999 and the Guarantee element of State Pension Credit. These families will be expected to pay a contribution towards travel costs. School records of current students entitled to Free School Meals acts as a source of confirmation of entitlement; approval is ascertained by the nominated member of the Leadership Group.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- The school may make charges for breakages and damage to property and vandalism including window breakage and cost for graffiti removal.
- **Cancellation of place on trip**
Should you need to cancel your child's place on a school trip, please let us know as soon as possible. Where possible we will refund monies you have paid for a trip, particularly if we are able to find another child to take your child's place, but please bear in mind that this is not always possible. If we cannot fill the place you will be liable for the costs of the trip already committed to by the School. Cancellations made within a month of a UK trip, or within two months of a trip abroad, are too late for us to seek another pupil to fill the place and therefore we will not be able to refund monies unless there are extenuating circumstances.
- **Individual Instrumental Tuition**
Ruskin will request contribution towards individual instrumental tuition.

- **Remissions**

The Board of Governors may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.