



## Ripon Grammar School

### Charging Policy

#### VISITS

The aims of the school are to maintain as rich a diet of educational visits as possible whilst ensuring that every pupil has equal access to such visits regardless of circumstance.

When funds allow, visits are subsidised from one of the funds (such as School Fund, Foundation Governors, Sixth Form Bursary) available for the purpose, with the result that costs are significantly reduced and all pupils involved are in receipt of the same basic subsidy.

Parents are informed of the cost of any outing, are asked to confirm their wish that their son or daughter should be involved, and are asked to contribute to the cost. Parents are clearly reminded of the availability of a subsidy through foundation governors for example, should the cost prove prohibitive.

Where particularly large sums are involved (e.g., foreign visits or residential programmes) parents are given lengthy notice of the likely costs and a series of dates by which deposit, instalments and final balance are to be paid.

The school makes further use of the available trust funds to provide further subsidies for pupils whose parents would otherwise find it difficult or impossible to afford the cost of a visit. Such individual grants are handled in confidence by the Headmaster, Head of School and the School Bursar. Assistance should be formally requested in writing to Head of School (Lower, Upper or Sixth Form) outlining briefly, the reason for requesting financial assistance.

Where parents wish still to make some measure of contribution themselves, arrangements are made to spread the cost of payment.

Members of staff organising visits work out with the School Bursar the various costs (including administration and transaction charges) and levels of any subsidy involved. These are then approved by the Headmaster. Contributions are passed to the School Bursar for banking. Receipts are issued and the account is kept by the School Bursar. Final accounts are checked by the Headmaster.

The policy of the school is not to seek contributions which exceed the cost of a visit. Where a significant surplus occurs, refunds are made.

The costs of staff accompanying the trips are covered within the total cost of the trip. Staff, do not contribute financially when running trips, except in exceptional circumstances.

The school does not charge parents of boarders for any list of 'Extras'. The cost of any outings organised specifically for boarders is usually covered out of a budget set aside for the purpose, although occasionally the transport costs only are covered in this way and boarders then pay other

associated expenses e.g. theatre trips. Again, parents or boarders can request financial assistance if necessary.

Any student representing the school in an 'away' sporting fixture will not be expected to contribute towards transport costs. This is subsidised through School Fund and Foundation Governors.

When subsidising a trip, priority will be given to trips of educational value relating to the curriculum e.g. residential trips for biology, geography relating to coursework. There will be no assistance provided for recreational trips e.g. ski trips.

### **PRACTICAL SUBJECTS**

Parents and pupils are made aware, before courses begin, of the possible cost implications of studying subjects such as Food and Nutrition, Art and Design and other Design Technology courses.

Costs are limited to the provision of some ingredients and payment for end products which pupils wish to take home. Financial assistance is offered where such costs might prove prohibitive in the way described above.

### **REPLACEMENT OF EQUIPMENT**

Where textbooks or other items of equipment issued to pupils are damaged as a result of ill-treatment or gross negligence, the school seeks recompense to enable replacements to be purchased.

A similar approach is taken if books are not handed in when a pupil leaves the school, for example at the end of an examination course.

### **DAMAGE TO SCHOOL PROPERTY**

In the rare event of deliberate or negligent damage to school property, parents are asked to cover the full repair costs. A full investigation is undertaken to ensure that the facts are established before requesting payment from parents. Accidental damage is not charged for.

January 2019

### **POLICY REVIEW**

This policy is to be reviewed annually by the Finance committee.

Chair of Governors

Headmaster

Date:

Date: