



Ripon Grammar School

Charging Policy

1. Policy

Where a school service requires a charge to parents, the school will seek to ensure that *where possible*:

- Charges are fully transparent and that notification is made of a charge well in advance
- Charges are kept to a minimum and represent value for money
- Charges may be subsidised by access to available school funds, trust funds, charitable funds etc.
- All students have equal access to opportunities, regardless of circumstance
- All charges are billed via ParentPay. Special arrangements will be put into place for parents unable to use ParentPay.
- All charges and requests for voluntary contributions are made in accordance with the Department for Education advice document, "Charging for school activities" dated May 2018.

2. Procedures

2.1 Visits

- 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.
- Where charging is permitted (such as board and lodging on residential trips and for visits outside school hours), this will be explained in the letter to parents.
- Where charging is not permitted, the school may ask for voluntary contributions and make clear that the trip could be cancelled if insufficient funds are collected. No student will be excluded from an activity because his or her parents are unwilling or unable to pay.
- 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 may utilise available funds (e.g. the Development Fund) to subsidise a trip so that all students benefit from the same basic subsidy. When subsidising a trip, priority will be given to trips of educational value relating to the curriculum. There will be no assistance provided for recreational trips.
- Parents are reminded of the availability of a further subsidy through e.g. School Fund, Foundation Governors, etc. should the cost prove prohibitive so that costs may be reduced. Such individual grants are handled in confidence by the Headmaster and the Bursar. Assistance should be formally requested in writing or by email to the Headmaster outlining the reason for requesting financial assistance. Members of staff organising visits work out, in

discussion with the School Bursar, the various costs (including administration and transaction charges) and levels of any subsidy involved. These are then approved by the Educational Visits Coordinator (EVC) who is responsible for managing trips.

- Where a significant surplus occurs, refunds are made.
- The costs of staff accompanying the trips are covered within the total cost of the trip.
- Final accounts are checked by the Director of Strategic Operations. Any significant variance will be reported to the Headmaster.
- The school does not routinely 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 expenses e.g. theatre tickets.
- Any student representing the school in an 'away' sporting fixture will not be expected to contribute towards transport costs. This is subsidised through the generous donations made by parents to the Development Fund and Foundation Governors.
- In the event that a visit is cancelled, parents will receive a discount less any unrecoverable costs.

2.2. Practical Subjects

- Parents and students 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/materials and payment for end products which students wish to take home.
- Financial assistance is offered where such costs might prove prohibitive in the way described above.

2.3 Charges for Damage to School Property

- Where textbooks or other items of equipment issued to students are lost or damaged as a result of ill treatment or gross negligence, the school will seek recompense to enable replacements to be purchased. A similar approach is taken if books and/or equipment are not handed in when a student leaves the school, for example at the end of an examination course.
- In the rare event that damage is caused by the malicious (defined as deliberate intent to cause damage) or negligent (defined as damage to school property arising out of misbehaviour or careless conduct) actions of a student or students, then the Headmaster will request that parents cover the full or proportionate costs of repair.
- Accidental damage is not charged for.

Policy Reviewed: Oct 23 by the Director of Strategic Operations

Next Review: Oct 24