Kendrick School

Charging and Remissions Policy

Approval Date: October 2026

Next Review Date: September 2027

Version: CRP V1 2019	
Version CRP V2 2020	
Version CRP V3 2021	
Version: CRP V4 2022	
Version: CRP V5 2023	**Supplementary notes on surpluses and losses on educational trips- November 2023**
Version: CRP V6 2024	**Fees for scripts added in**
Version: CRP V7 2025	**Specific fees removed due to exam board changes**
Version: CRP V8 2026	• **Clarified the costs included in trip charges, including administration, overheads and staffing.** • **Updated Pupil Premium and Bursary provisions to clarify that the school may contribute towards costs rather than cover them in full.** • **Removed the specific monetary threshold for refunding trip surpluses.** • **Update to Appendix B to remove specific information on exam charges**

Charging and remissions policy for school activities and visits

The school may seek voluntary contributions in order to offer a wide variety of experiences to students; this will be made clear when information on the activity is sent to parents.

Context

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- No student will be excluded from an activity because parents are unable to pay. Where a parent is unwilling or unable to pay a voluntary contribution, their child will have an equal chance to go on the visit if the activity is part of the National Curriculum.
- Costs associated with an educational visit could include entry fees, course fees, tickets, transport, contributions to cover additional staff and administrative overheads.

This policy sets out to identify activities under two categories:

- **Activities for which charges will not be made**
    a. Tuition for student learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
    b. Entry for the first sitting of a prescribed public examination, if the student has been prepared for it by the school.
    c. Educational visits taking place inside school hours. A voluntary contribution maybe sought.
    d. Educational visits taking place outside school, although a voluntary contribution may be sought even if the visit is part of the National Curriculum or is part of a syllabus for a prescribed public examination for which the student is being prepared for.
    e. Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip (e.g. A level field trips), although a contribution may be sought
    f. Transport provided in connection with an educational trip, although a voluntary contribution may be sought.
    g. An admission application.

- **Activities for which charges may be made**
    a. Residential activities where the majority of the time spent on that activity takes place outside school hours.
    b. Residential trips deemed to take place during school time e.g. A-level field trips. Students whose parents are in receipt of certain benefits may receive a subsidy
    c. Individual instrumental music tuition taking place inside or outside school hours.
    d. Entry for a prescribed public examination or re-sit, if the student has not been prepared by the school. The school may request payment for wasted examination fees. (See Appendix 1: Public Exams Entry Arrangements and Payment of Fees Document and Appendix 2: Examinations Charging Policy)

e. Damage or loss of any item of school property or equipment.
f. Work Experience Placements. A voluntary contribution may be sought for the administration costs in connections with placement health and safety, suitability and safeguarding. Additional charges will be made in connection with company background checks if these companies are situated out of the local area.

Other Financial Considerations

a. Equipment Charges - To keep the cost of certain necessary, personal items of educational equipment e.g. calculators, science goggles, language dictionaries, revision guides etc. as low as possible and to help to ensure the use of standardised products, some departments make bulk orders. A small administrative charge may be made or the cost rounded up appropriately
b. Artefacts – Where a student or parent wishes to retain items produced as a result of art, textiles and technology a charge may be levied for the cost of materials used.
c. Curriculum departments - Departments may wish to ask for a voluntary contribution towards the cost of resources. These resources will remain the property of the student at the end of the course. If no such contribution is sought, then the books and/or materials are to be returned to the department at the end of the course in reasonable condition. If they are returned in poor condition, then a charge will be made.
d. Curriculum departments may advise Year12/13 students to purchase their own textbooks or may provide these at cost price plus administration fee via the school. Payment transactions would take place using the ParentPay system. These books would remain the property of the student.
e. Consumables – A small voluntary payment maybe requested as a contribution towards the cost of consumables for subjects such as food technology, textiles, technology and art.
f. Extra-Curricular Visits – When these types of trips and visits are arranged e.g. Ski Trips, parents will be notified of any policy for allocating places. Visits of this nature arranged by the school are taken entirely by the parents'/students' choice. The cost would be met in full by the parents. For such trips the cost includes:
    - The prices charged by travel companies for travel, board and food.
    - Supply cover for the accompanying teachers.
    - The cost of administration and overheads of such trips.

Remission

a. In order to remove financial barriers from students, the Trust Board has agreed that some activities and visits where charges can be made, will be offered at no charge or a reduced charge to parents in particular circumstances. This remission statement sets out the circumstances in which charges will be waived.
b. **The eligibility criteria for consideration for remission of, or financial assistance with, charges are set out below:**:

    Parents in receipt of:

    - Income Support.
    - Universal Credits
    - Income-based Jobseekers Allowance.
    - Support under part VI of the Immigration and Asylum Act 1999.
    - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed the Inland Revenue threshold (as assessed by an appropriate government department and therefore entitled to certain benefits).

- Guaranteed State Pension.
- Students in receipt of the Bursary Grant or Pupil Premium Grant

c. Additional considerations

The Trust Board recognises its responsibility to ensure that the offer of activities and educational visits do not place an unnecessary burden on family finances. To this end the School will try to adhere to the following guidelines:

1. Where possible publish a list of visits and their approximate cost at the beginning of the school year so that parents can plan ahead.
2. Establish a system for parents to pay in instalments. When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip.
3. Avoid offering opportunities on a 'first pay, first served' basis.
4. Some students are provided IT resources and equipment in order to facilitate their learning. These items are provided on loan from the School. Parents and students are required to sign an Agreement Form outlining their roles and responsibilities to take care of the equipment in their charge. Parents will be charged if students have been found to be negligent.

Surpluses and Losses

Parents/carers may be contacted to provide them with an opportunity to provide a late contribution towards the cost of the trip or activity their child(ren) has participated on.

The school recognises that not all parents/carers are able to provide a voluntary contribution for a specific educational visit and consequently insufficient funds may be available to pay for the trip costs. All school educational visits or activities that incurs a surplus or a loss will be reconciled by the school by the end of the financial year. The school will use a number of funds to balance the overspends and reconcile the account by year-end. These funds may include the Kendrick School Fund account, The Kendrick Trust Disbursement Fund,the Pupil Premium Grant (if PPG eligible students participated on the trip) and the Bursary Grant (if Bursary eligible students participated on the trip).

Should voluntary contributions exceed the cost of the educational visit then the school will retain the right to transfer the surplus from the trip cost centre to the School account. If there is an excessive surplus, the school may consider refunding contributions to the parent/carer via ParentPay.

Appendix 1: Public Exams Entry Arrangements and Payment of Fees

Public Examinations: Entry Arrangements and Payment of Fees.

The school will enter candidates for GCSE / GCE examinations in good faith and with the expectation that they will attend all written, practical and oral examinations and complete any coursework or controlled assessment components to the pre-arranged deadlines.

The school will pay all subject entry fees for first-time entries, but could charge the candidate / parent in any of the following circumstances:

- Failure to submit coursework without reasonable cause.
- Non -attendance at an examination without reasonable cause.
- Withdrawal from second or subsequent units of an optional examination course, taken over more than one examination session

Reasonable cause will normally be considered to be on medical or compassionate grounds. In the case of coursework or controlled assessment components, the school will endeavour to ensure that any candidates who have lost time through illness or other unavoidable cause will have had an adequate opportunity to complete the work (for controlled assessment) or have negotiated an extension to the deadline (for coursework).

All candidates will have been briefed on procedures regarding controlled assessment and coursework deadlines and should be aware of the following points:

- Where there is a legitimate reason to request an extension to the deadline, this must be negotiated in advance with the teacher involved.
- Work presented after the deadline without a negotiated deadline may not be marked. The candidate would be notified in this unlikely event.
- A grade for an examination subject could still be awarded on the basis of components completed.

Candidates have the right to appeal the centre awarded marks prior to moderation and should follow the details provided with the Statement of Marks, addressing all enquiries to the Examinations Officer. Fees are chargeable for this as follows:

Fees for 2026-27

- Supervised access to review work: £30 per hour/part thereof
- Appeal: £140

Entry Fees vary between subjects and Awarding Bodies. Please contact the Examinations Officer at the school for individual subject information and examination entry fees.

Issues concerning entries, withdrawals and payment of fees, will always be dealt with on an individual basis, taking into account the candidate's personal circumstances and needs.

Appendix 2: Examinations Charging Policy

For Exam related charges, see the Exams Policy.