

**CITY OF ROCHESTER SCHOOL**  
**CHARGING AND REMISSIONS POLICY**

*This policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. This policy is also publically available on the school website*

In the City of Rochester School, the term 'staff' is inclusive of all staff and it also applies to students on placement, contractors, agency staff, volunteers, the Trustees and Board of Trustees.

**Legal Status:**

- This is a statutory policy
- Regulatory Requirements, Part 1, paragraph 2(2)(a) to (j) Quality of Education Provided (curriculum) (teaching) of the Education (Independent School Standards) (England) (Amendment) Regulations currently in force.

**Monitoring and Review:**

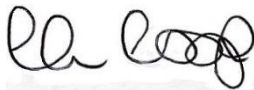
- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher, being responsible for the day to day organisation of the curriculum, monitoring the weekly lesson plans for all staff, ensuring all planning is appropriately differentiated with relevant, appropriate learning objectives.
- The Headteacher along with the whole school teaching and therapy team review the long-term and medium-term planning, and ensure that appropriate targets and strategies are in place. It is intended that the ongoing review and development of the curriculum will support enthusiastic and inspirational teaching. The process of review plays a key role in the continuing professional development of all staff at City of Rochester School.
- The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so requires. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date Reviewed: July 2019  
Date of Next Review: July 2020  
Version No. 1  
Policy No 6:001



Alicja Emmett  
Headteacher



Claire Cooper  
Chair of Trustees and Safeguarding Trustee

This policy will be reviewed no later than July 2020, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

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**1 Introduction:** It is the right of every student placed at City of Rochester School by a local authority, to receive free school education and activities offered wholly or mainly during normal teaching time. These must be made available to all students placed by a local authority, regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides schools with the discretion to charge for optional extras (provided wholly or mainly out of school hours, and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours), the school will always take particular account of students whose families are suffering financial hardship.

**2 Policy Statement:** City of Rochester School's policy on specific matters relating to charging and remission is as follows :

- **Practical Subjects i.e. Design and Technology and Art:** Where students have indicated that they wish to own a finished product, the School may make a charge. The charge shall not exceed the cost of the materials used by the student.
- **Transport:** Where a student travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of students whose families are in receipt of Income Support or Family Credit. Where activities of this sort are organised by the School, it will be expected to meet the travelling costs of these students.
- **Optional Extras:** A charge may be made for optional extras provided wholly or mainly outside school hours, except where such activities are provided:
  - To fulfil any requirements specified in the syllabus for a prescribed public examination;
  - Specifically, to fulfil statutory duties relating to the national curriculum;
  - Specifically, to fulfil statutory duties relating to Religious Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating students, and may include elements for:

- A student's travel costs;
  - A student's board and lodging costs;
  - Entrance fees to museums, castles, theatres, etc;
  - Insurance costs;
  - Board and lodging (during residential trips)
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- **Tuition in the Playing of a Musical Instrument:** Except where the criteria shown in Section 2 of this Policy Statement, "optional extras" apply, the school reserves the right to make a charge for individual and group musical instrumental tuition, whether inside or outside school hours. Prior written confirmation must be obtained by the school from the parents that they are willing to pay the charge. The charge will include the cost of the teacher (based on a pro-rata calculation of his salary), and where appropriate the cost of sheet music and hire and insurance of the instrument.
  - **Public Examinations:** Where the school prepares a student for a public examination not prescribed in regulations, even outside school hours, a charge should not be made for teaching costs or for the examination entry fee. Where a student has not been prepared for a public examination by the school (including GCSE resits), but has been allowed by the school to sit the examination at the school as an examination centre, the school may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge. Where a student fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, the school may recover the fee from the parents regardless of whether the examination is prescribed.
  - **Breakages:** Parents can be asked to pay for the cost of replacing broken windows or damaged books, etc, where this is a result of students' poor behaviour.
  - **Private Use of School and Charity Facilities:** Trustees for City of Rochester School as the proprietor of City of Rochester School delegate the responsibility to the Head Teacher for determining charges for the private use of school facilities by members of staff, for example private telephone calls, reprographics and faxes

**3 Monitoring:** Compliance with the policies and procedures laid down in this document will be monitored by the trustees. The trustees are responsible for the monitoring, revision and updating of this document on an annual basis or sooner if the need arises.

**4 Equality Impact Assessment:** This document forms part of City of Rochester School commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics, as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.