

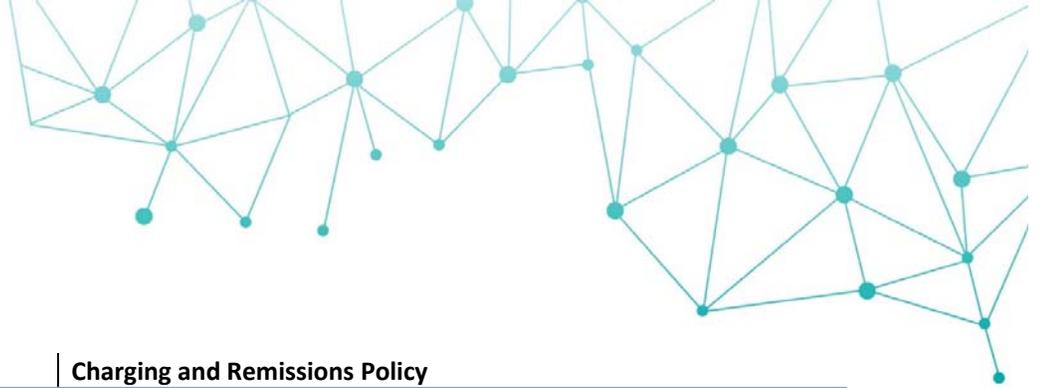


LANCASTER UNIVERSITY  
SCHOOL OF MATHEMATICS

**Lancaster University**

**School of Mathematics**

Charging and Remissions Policy



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## 1.0. Purpose

The purpose of this policy is to ensure that there is clarity over those items which the Rigby Education Trust will provide free of charge for LUSoM students and for those items where there may be a charge.

The Rigby Education Trust is committed to its mission.

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*'Our mission is to enable the most able mathematicians from all backgrounds to realise their potential within an inspiring, inclusive and supportive learning community'.*

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This encompasses providing equal opportunities for all students attending LUSoM irrespective of their financial circumstances.

This policy is based on the guidance provided by the Department for Education *"charging for School Activities"* May 2018. Academies are required, through their funding agreement, to comply with the law on charging within schools and for school activities.

## 2.0. Definitions

**School day** - defined as 9:00 am to 3:50 pm, Monday – Friday.

**Core school curriculum** – defined as educational activities which include A-level, extended project work and weekly tutorials. The core school curriculum does not include induction weeks, transition weeks, or trips & residential.

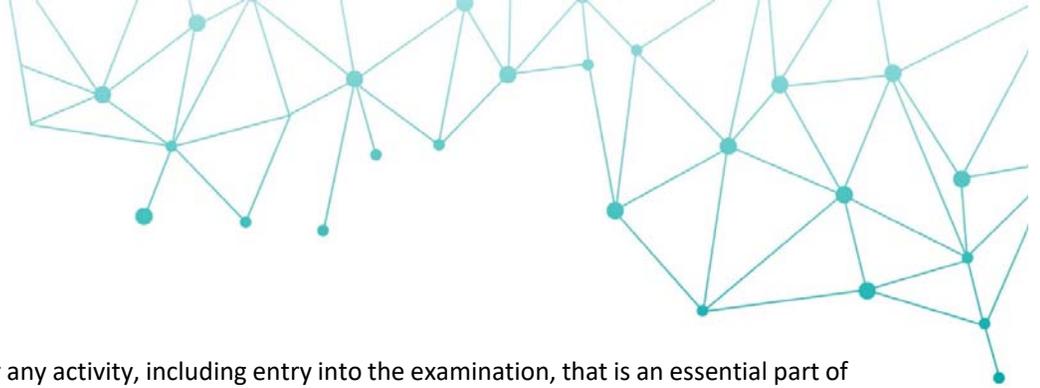
**Activities necessary as part of the curriculum** – defined as activities which if not undertaken by the students would put them at a large disadvantage or significant knowledge gap, which may influence their performance in the subject/during an examination.

## 3.0. Policy

### 3.1. Core curriculum activities

Potential students will not be charged for any aspect of the application process to LUSoM, including the aptitude test, regardless of the outcome of the application process.

During LUSoM's school day all the activities that are necessary as part of the core School curriculum will be provided free of charge, this includes any activities operated outside of school hours if it is counted as part of the syllabus for the students chosen public examinations. There



will be no charge for any activity, including entry into the examination, that is an essential part of the syllabus for the student's chosen subjects.

There may be a charge in the following circumstances:

- Examination fees for re-taking an examination or other aspect of the syllabus if a student has failed without good reason.
  - *Examples of special considerations are issued by the Joint Council for Qualifications - to complete the requirements of any public examination where the Trust originally agreed to pay the entrance fee. If the student fails an examination, but has an extenuating/special circumstance, then LUSoM must not charge the student or parent/carer for the student retaking the examination.*
- Examination fees for a non-prescribed examination or those not recommended by the school for an individual student
- Examination fees for examinations prepared for at school, where students fail to attend the exam for fail to complete a programme of study for which they are registered
- Examination fees if a student wishes to undertake a public examination in which the curriculum has not been taught within the school day.

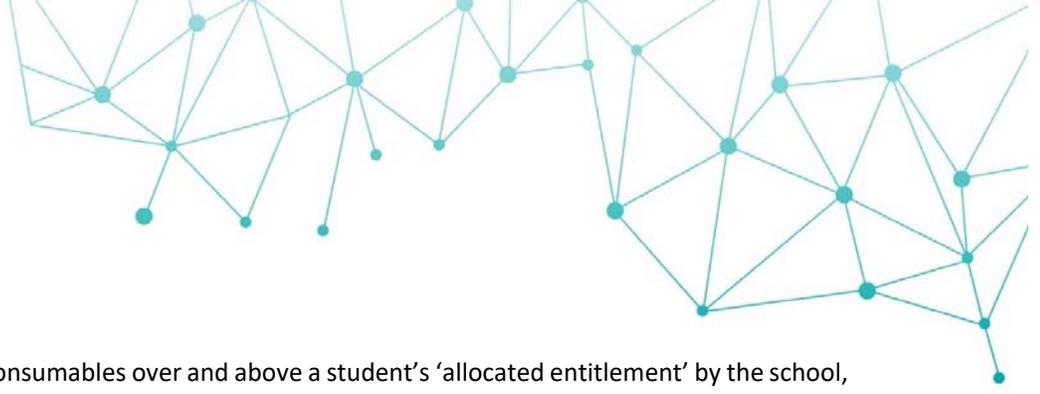
The school cannot charge for the supply of any necessary equipment including materials, schoolbooks, instruments, or other equipment. However, if the student or parent wishes for the student to own the materials, textbooks, instrument, or other item supplied by the school, LUSoM can charge the parents for the ownership of this item. This charge should not be above and beyond the paid for price of the item and should not be sold to the student for profit.

### **3.2. Extra activities**

Voluntary contributions may be sought for enrichment activities that take place during or outside of the school day. In all circumstances, students will not be prevented from participating because their parents cannot or will not contribute. If insufficient funds are available to support students, it may be necessary to curtail or cancel activities.

Charges will be made for:

- Instrumental Tuition
- Visits outside the school (e.g. theatre, museums, exhibitions, etc.)
- Completed work projects that students indicate they wish to keep (e.g. robotics, models, etc.)



- Electronic consumables over and above a student's 'allocated entitlement' by the school, except for assembling work for their Record of Achievement during their school career
- Fees for awards (e.g. music grade exams)
- Optional competition entry fees

LUSoM may charge for optional, extra activities provided outside of, or partly within LUSoM's school day, for example a residential visit. Such activities are not part of the core curriculum. Where LUSoM wishes to charge for an activity, guardians will be told in advance. The cost will never be more than the actual cost of providing the optional activity divided by the number of students participating. The Trust recognises that residential visits are an invaluable experience for all students and to make such trips available, the cost of these optional visits must be paid for by parents/carers.

From time to time, LUSoM may invite an external organisation to arrange an activity during the school day. If such organisations charge parents/guardians for this activity, the parents/guardians may, if they wish, ask the Head of School to agree to their child being absent for that period.

The participation of a student in any optional activity will be based on the parental choice to meet the charges set out and students will not be penalised for not participating in any optional additional activity.

### **3.3. Subsidies and Bursaries**

When charges are made for any activity, whether during or outside LUSoM's school day, they will be based upon the actual costs incurred, considering any subsidies, divided by the total number of pupils participating. The principles of best value will be applied when planning activities that incur costs to the school and charges to parents/guardians.

Where specific funding has been received to support specific activities, the Trust will subsidise the charge to the extent permitted by the funding.

### **3.4. Examination Re-Marks**

If a student, parent/carer consider it in the best interests of the student to get an examination re-marked for any reason, any fees for the re-mark must be covered by the student themselves or their parent/carer. If the examination board changes the overall grade the student achieved, then the student or parent/carer will be refunded the fees originally paid for the remark of the examination or other contributing assessment.



### **3.5. Damage to school property or lost items**

LUSoM may charge students or their parents/carers for any school property which has been damaged due to the negligence or behaviour of the student. The proportion of the cost charged to the parents from the damage is at the discretion of the school.

Students may be provided with items on loan, such as laptops, textbooks or other materials which are intended to be returned at the end of the school year or the students time studying at LUSoM. If these items are not returned by the student when requested or lost during the course of the student's time at the school, LUSoM may issue a charge to the parents/carers for the replacement of the item.

Parents/carers will be expected to pay any charges that they receive due to the damage or loss of school items or property.

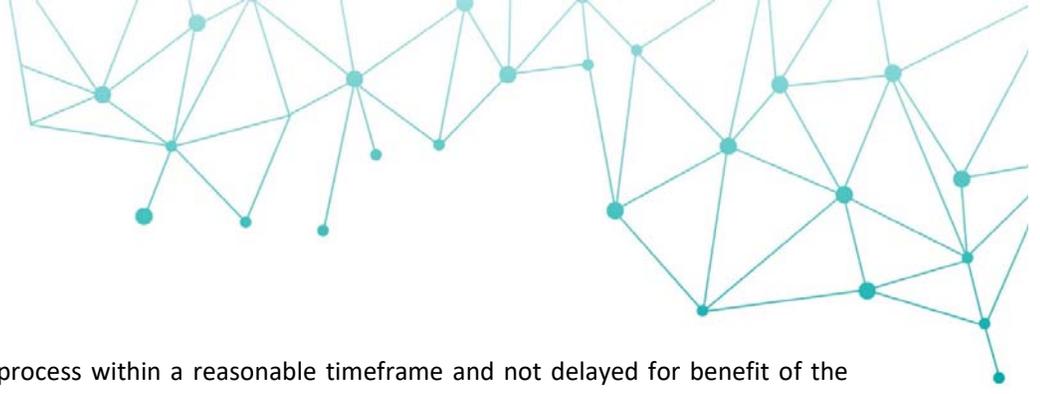
### **4.0. Implementation and General Procedure**

It is the Chief Financial Officer's responsibility to ensure that staff are familiar with and adhere to this policy. Parents/carers of students studying at LUSoM will be made aware of this policy as part of the student induction process.

All students will be notified in advance of any charges that are to be set for a given activity and they will have, where appropriate, information to take home to their parents/guardians. This will take the form of a letter outlining the activity, what the charge is, when it is to be paid and to whom the money must be given. Students and/or parents/guardians will be expected to make any payments by the specified date. Adequate notice will be given in all cases and no unreasonable demands will be placed on any student. When seeking voluntary contributions from parents or students for a particular activity, the school will indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.

### **5.0. Remissions and Refunds**

Most trips will require a non-refundable deposit that the student must pay to secure their place on the trip. If the student is unable to take part in the trip after paying the deposit, this charge will not be refunded to them. If the student pulls out of the trip due to medical grounds or other serious exception e.g. bereavement, then it will be reviewed on an individual basis. However, if the trip is cancelled by the school or other organisers or is deemed not to be able to go ahead for all students signed up, all students will be refunded their deposits.



Refunds should be process within a reasonable timeframe and not delayed for benefit of the school.

The school will use the 16-18 Bursary Fund to support students. Funding may be used to exempt from paying part or all costs for specified activities that are not part of the core curriculum.

## **6.0. Associated Documentation**

- Charging for school activities May 2018

## **7.0. Monitoring, Review and Evaluation**

The policy will be reviewed annually by the Chief Financial Officer and Board of Trustees.