



Charging and Remissions Policy

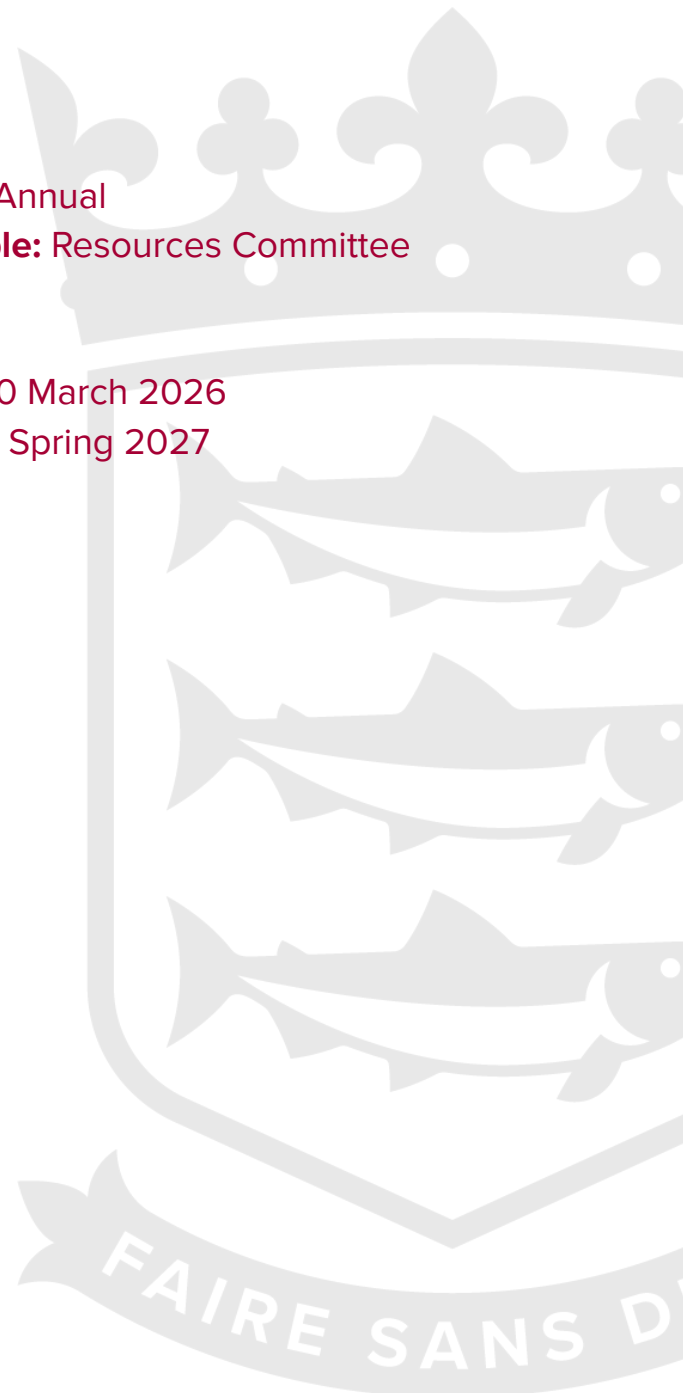
STATUS: STATUTORY

Review Cycle: Annual

Governors Committee Responsible: Resources Committee

Date of Last Review: 10 March 2026

Date of Next Review: Spring 2027



Tiffin School is required through its funding agreement to comply with the law on charging for school activities.

Introduction

Education legislation demands that schools, subject to certain exceptions, may not charge for education provided during school hours. However, schools are permitted to charge for other items and experiences provided to the pupils. Schools may also invite voluntary contributions to help support these provisions. Schools have a duty to inform parents on low incomes and in receipt of certain benefits that support is available towards some costs when they are being asked to make contributions e.g. towards school visits.

The Governing Board has established this policy for certain activities. The purpose of this policy is to clarify which items and experiences that the school provides may have a levy charged upon them and how much of the cost the school expects parents to be charged.

1. Educational activities and trips taking place in school time (or outside school time, if required by an examination syllabus)

Parents will be asked to provide voluntary contributions towards such activities and trips. In such cases communications will be sent to parents stating:

- the voluntary contribution requested;
- that no student will be disadvantaged if a contribution is not made
- that without a stated amount of voluntary contributions the trip will be unable to proceed.

Charges will be levied for:

- musical instrument tuition for individuals and groups of up to four;
- board and lodging on residential trips

2. Optional Educational Activities and Trips taking place outside school time or that are not required by an examination syllabus will be charged for.

3. Work Experience

Students are encouraged to have a period of 5 days of work experience in each of KS3 and KS4. If applicable parents/carers will be asked to make a fixed contribution towards the costs of the Health & Safety checks that have to be carried out by the local authority.

4. Public Examinations

4.1 GCSE and GCE candidates fall into four categories:

- Pupils currently at the School who enter for a subject or subjects for which tuition is provided as part of the normal school timetable.
- Pupils currently at the School who wish to retake an examination, or part thereof.
- Pupils currently at the School who enter for a subject or subjects for which no school tuition is received at the appropriate level.
- Former pupils of the school (students who left the School no more than one year ago).

Candidates will be charged fees, as follows:

- **Category 1** - No fee. Candidates who are absent from an examination because of late withdrawal or through inadvertence, students whose entries are withdrawn because of lack of coursework, will be charged the full entry fee. Candidates absent for unavoidable reasons, e.g. serious illness or bereavement, will not be required to pay.
- **Category 2, 3 & 4** - The full entry fee for the subject or unit charged by the relevant Examination Board plus an administration fee per entry and invigilation charge.

4.2 GCSE/ GCE Late changes to entry

For a candidate making a change to his or her original entry after the official late entry date there will be the following fees:

- an administration charge per subject;
- the late entry fee plus the fee for the exam entry;
- and any fees incurred as a result of withdrawal of entry.

4.3 GCSE/GCE AS/A Level Unit Examinations

Candidates repeating GCSE/A Level Units will be charged as per categories 2 & 3 above. (This amount varies according to subject and exam board.)

4.4 GCSE/GCE Reviews of Marking

Candidates requesting clerical checks and reviews of marking of examinations will be charged the full fee for the service as charged by the relevant Examination Board plus an administration fee.

4.5 GCSE/GCE Request for Return of Examination Papers

Candidates requesting return of their exam papers will be charged the full fee for the service as charged by the relevant Examination Board plus an administration fee.

4.6 University tests/exams

Candidates taking pre-interview university tests will be charged the full entry fee for the subject as charged by the relevant body, plus an administration fee per entry and invigilation charge. Candidates taking STEP or any other extra exam for university entrance will be charged the full entry fee for the subject as charged by the relevant body, plus an administration fee per entry and invigilation charge.

Full details of the specific fees are available on the relevant forms from the exams office.

5. Transport from School to Grist's

Will be provided free in school time for students in Years 7, 8, 9 and 10. Students in Years 11 and the sixth form are expected to make their way to Grist's independently.

The costs of transport direct from home to an activity sanctioned by the school is to be met by parents.

6. Practical Subjects

For practical subjects parents will normally be charged for materials as the student will own the finished product.

7. Careless or Wanton Damage to School Property

If careless or wanton damage to school property occurs, parents will be asked to contribute. Examples might include a broken window, a severely damaged or lost textbook, and graffiti.

8. Clothing and Equipment

Parents must provide clothing for school (including uniform, games kit and simple protective clothing like aprons, overalls and goggles) and other day-to-day equipment as advised by the School.

9. Circumstances where the school will make an exception

Where the school would normally expect to receive a payment under this policy and parents/carers are concerned with the requested payment, an appointment with the Head can be made to discuss.