Garwood

Rutherford School

Charging and remissions policy

Created: September 2025

Review: September 2028

Copies of all of our policies can be found in the school office, and online at rutherfordschool.org.uk

1. Introduction

Rutherford School is committed to providing a high-quality, personalised education for young people aged 16–25 with profound and multiple learning difficulties (PMLD). The purpose of this policy is to set out the principles and framework under which the school charges for activities and services, and the circumstances in which charges may be remitted.

This policy applies to all staff, parents/carers, and learners, and is written with reference to the **Independent School Standards Regulations (ISSR)**, the **Ofsted Education Inspection Framework (EIF)**, and statutory guidance relating to charging and remissions.

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2. Aims

- To ensure all learners have access to a broad, balanced, and enriching curriculum regardless of their financial circumstances.
- To clarify what charges may be made for educational activities, services, and resources.
- To explain the school's approach to remissions, ensuring equality and transparency.
- To uphold the values of fairness, inclusivity, and accessibility for students with PMLD.

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3. Education Provided Free of Charge

Rutherford School does not charge for:

- Admission, assessment, or provision detailed in a learner's Education, Health and Care Plan (EHCP).
- Activities and resources required as part of the agreed core curriculum.
- The use of equipment, specialist facilities, and adapted learning materials necessary for learners to access education.
- Support and therapies identified as part of statutory provision.
- **Meals and transport provided for educational activities**, which are funded by the school through charitable fundraising and earned income (including site rental), and not through school fees.

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4. Activities and Services for Which Charges May Be Made

Charges may be made for:

- **Optional activities** outside of normal curriculum hours, e.g., enrichment trips, social outings, or residential visits, where these are not specified in a learner's EHCP.
- **Specialist resources** requested by parents/carers that go beyond those normally provided by the school.
- **Damage to property or equipment** caused deliberately or through negligence.

Note: Rutherford does not charge for meals or transport connected to curriculum-related activities, as these are funded separately.

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5. Voluntary Contributions

- The school may invite parents/carers to make voluntary contributions towards the cost of activities that enhance learners' experiences.
- Where insufficient voluntary contributions are received to fund an activity, the school reserves the right to cancel that activity.
- No learner will be excluded from an activity solely because their parent/carer is unwilling or unable to contribute.

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6. Remissions

Charges may be waived or reduced in the following circumstances:

- Where the activity is deemed essential for the learner's access to education and linked directly to outcomes in their EHCP.
- Where parents/carers can demonstrate financial hardship.
- At the discretion of the Headteacher, to ensure no learner is disadvantaged due to their family's financial circumstances.

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7. Residential Visits

- The educational elements of residential visits that are part of the curriculum or specified in a learner's EHCP will be provided free of charge.
- Costs relating to board, lodging, and additional leisure activities may be chargeable.
- Remissions will be considered where necessary to enable participation.

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8. Transport and Meals

- Transport for school activities and daily meals are provided by Rutherford School through external funding sources (e.g., fundraising and site rental income) and not through school fees.
- Parents/carers will not be charged for transport or meals linked to the educational provision of learners.
- Optional extras beyond this (e.g., family social events organised by the school) may occasionally involve a small charge or voluntary contribution.

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9. Implementation and Responsibility

- The Headteacher is responsible for ensuring this policy is implemented fairly and consistently.
- Decisions regarding remissions will be made by the Headteacher, in consultation with the Governing Body where appropriate.
- The policy will be shared with all staff and available to parents/carers via the school website and on request.

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10. Monitoring and Review

- This policy will be reviewed annually by the Governing Body to ensure it remains compliant with statutory requirements and reflects the needs of the school community.
- Records of charges and remissions will be monitored to ensure fairness and equality of access.

Policy Owner: Headteacher
Date of Approval: 8.9.25
Review Date: September 2026

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11. Compliance Checklist

Independent School Standards (ISSR)

- **Part 1 – Quality of Education Provided**
  - Policy ensures access to a full curriculum without financial barriers.
- **Part 2 – Spiritual, Moral, Social and Cultural Development (SMSC)**
  - Voluntary contributions policy ensures inclusion in enrichment activities.
- **Part 6 – Provision of Information**
  - Policy is available to parents/carers and published clearly.

- **Part 8 – Quality of Leadership and Management**
    - Governors/Headteacher ensure financial arrangements promote fairness and equality.

Ofsted Education Inspection Framework (EIF)

- **Quality of Education** – Clear provision of meals, transport, and resources ensures all pupils can access learning.
- **Behaviour and Attitudes** – Equality of access promotes participation, belonging, and positive engagement.
- **Personal Development** – Enrichment opportunities supported by voluntary contributions and remissions.
- **Leadership and Management** – Transparent charging policy evidences effective leadership and compliance.