



CHARGING & REMISSIONS POLICY

1 GENERAL PRINCIPLES

- 1.1 Charging for educational activities at Redland Green School is covered by the regulations encompassed within the **Education Reform Act 1988**.
- 1.2 The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:
- Within school hours (but excluding the mid-day break)
 - Required for the National Curriculum but out of school hours
 - For statutory religious education
 - For a prescribed public examination prepared for by the school
- 1.3 **However there are exceptions where the school can make charges, and there are situations where the school can request voluntary contributions from parents.**

2 EXCEPTIONS

- 2.1 Charges **are** permitted under the Act to meet the costs of the following:
- Board and lodging on residential educational trips
 - Non educational trips
 - Lost or destroyed school property and breakages
 - Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
 - Materials/ingredients required to produce a finished product made in school (eg in art, design or technology lessons), where parents have agreed in advance to the finished product being made
 - Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
 - Entering a student for a public examination against the wishes of the school
 - Re-marking an examination paper where the re-mark is requested by the parent/carer or student
 - Re-sits of prescribed public examinations where no further preparation has been provided by the school
 - Voluntary optional extras provided outside of school hours (or mainly outside school hours)
- 2.2 In all cases where a permitted charge is made, parents will be told the amount in advance.
- 2.3 Charges will not be set with the intention of exceeding the actual cost per student incurred.

3 VOLUNTARY CONTRIBUTIONS

- 3.1 The Act also permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time.
- 3.2 In all cases where voluntary contributions are requested, parents will be told the amount in advance.
- 3.3 The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred.
- 3.4 No individual student will be excluded from a visit or activity if their parent/carer chooses not to pay the voluntary contribution. However the visit or activity may have to be cancelled if insufficient contributions are received.

4 OTHER CHARGES

- 4.1 To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment eg pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and students to purchase them.
- 4.2 Some optional items of equipment may on occasion be offered for sale by the school eg calculators, revision guides etc.
- 4.3 Photocopying and/or printing which is not required by a member of staff may be charged for.

5 REFUNDS

- 5.1 Refunds of charges or voluntary contributions received will be made in the following circumstances:
 - Cancellation of trips or activities due to circumstances beyond the student's control
 - The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
 - Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
 - In the event that an examination re-mark requested by a parent/carer or student is successful (the reimbursement of fees will be made by the examination board)
- 5.2 In other circumstances, at the discretion of the Headteacher.

6 ENABLING FUND

- 6.1 Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on means tested benefits will be considered and assistance provided within the limits of the enabling budget, each student who meets the criteria will be eligible for up to 50% remission of charge for one visit/activity each school year per child. Complete confidentiality will be observed in all such matters.
- 6.2 Where a parent or carer does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

Agreed by Staff	Agreed by Pupils	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
N/A	N/A	25 JUN 2007	Annually	06 MAY 2009	13 MAY 2010	12 MAY 2011	10 MAY 2012
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