

Charging and Remissions Policy



Redbridge Community School

Under the provisions of the Education Reform Act 1998, charges cannot be made to provide education during school hours. However, to ensure students are offered maximum opportunities voluntary contributions may be invited from parents and charges may be made for musical instrument tuition.

In cases where insufficient contributions are available from Parents and Guardians, Redbridge Community School may at its discretion, reduce the scope, or cease altogether the activities.

Redbridge Community School will ensure that parents on low incomes and in receipt of the benefits listed below know of the support available to them when being asked for contributions towards the cost of school visits

Person responsible -	Clare Wall-Bradfield
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Objectives

It is the Governing Body's objective to make every effort to provide maximum educational opportunities to the pupils within its delegated budget. However, where any activity is likely to absorb additional resources to the detriment of the curriculum in general, then voluntary contributions will be invited, or, as a last resort, the activity will be discontinued.

Public examinations

There is no charge for examinations that are part of the curriculum where children have been prepared for the examinations by Redbridge Community School. However, if the pupil fails without good reason to meet an examination requirement or fails to attend the exam, the school may recover the fees incurred from those pupils' parents.

Curriculum Activities

All activities taking place during school time are free of charge and all necessary materials, books and instruments will be provided from school resources except in cases identified elsewhere in this policy. Parents or guardians remain responsible for providing suitable clothing and footwear for all school activities including Physical Education. The school will provide any Personal Protective Equipment, for example in Technology or Science.

Extra-curricular activities

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments or equipment. Optional extras are:

- a) Extra-curricular activities provided outside of school time that are not part of the national curriculum;
- b) Not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- c) not part of Religious Education;
- d) Examination entry fees if the registered pupil has not been prepared for the examination at the school;
- e) Transport;
- f) Board and lodging for a pupil on a residential visit;
- g) Extended day service offered to pupil (for example breakfast club, after school clubs, team and supervised homework sessions);
- h) Tickets or entry fees for activities or events

In calculating the cost of optional extras an amount may be included in relation to:

- a) any materials, books, instruments or equipment provided in connection with the optional extra
- b) the cost of board and accommodation
- c) non-teaching staff
- d) teaching staff engaged under contract for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra and the cost, or an appropriate portion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

The school will help wherever it can with the cost of trips, to afford everyone the same opportunities. If a parent is unable to pay they should speak to the organiser of the trip to see if there is any Pupil premium funding that can be applied for to help with the cost.

NOTE: If money is not received from the parent/guardian by the deadline the school reserves the right to remove the student from the trip. Payment schedules will be given to the parents when booking on a trip and will be enforced, and the school reserves the right to restrict future involvement on trips.

Design Technology, Food/Hospitality & Catering, Textiles & the Visual Arts

Some materials needed for student's coursework will be charged to the student. Parents will either be informed about a materials cost during the students project, or invariably collect materials themselves, with the student, during the planning stages of that individuals course project.

Parents who may find it difficult to make a payment or provide ingredients can ask to discuss individual cases to resolve issues in preventing individual students participating in any of the timetabled lessons.

Damage to property and breakages

- a) Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.
- b) Where property belonging to a third party has been damaged by a pupil and the school has been charged the school may charge some or all of the cost to those responsible.

Whether or not those charges will be made will be decided by the Headteacher and dependent on the situation.

Remission and concessions

The school will give consideration to the remission of charges to parents or carer who receive the following support payments:

Income support
Income based job seekers allowance
Child tax credit
Support under part VI of the immigration and Asylum Act 1999
Guaranteed Element of state pension credit
Income related employment and support allowance
Universal credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be deal with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher.

Inability or unwillingness to pay

Redbridge Community School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity then it will be cancelled.

The identity of the child or parents who did not want to make a payment or could not make a payment will not be disclosed under any circumstances.

General

Details of all activities for which a contribution is sought, or a charge made, will be circulated to parents and guardians well in advance of the activity. The Governors hope that parents and guardians will be as helpful as possible in making contributions and supporting the fund raising activities.