



RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

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'Come in and learn your duty to God and man'

POLICY ON CHARGING AND REMISSIONS

The school reserves the right to charge or make remission for certain activities which are of academic value yet are extra-curricula or an enhancement to the curriculum. This covers activities such as certain educational visits and sporting activity trips.

Parents/Guardians/Carers will be requested to pay the full cost of such trips, as they may not be subsidised through public funds.

POLICY ON CHARGING

Introduction

The aims of the Policy on Charging are to:

- Raise funds to enable the school to run high quality, wide ranging and inspiring educational activities on a sustainable basis
- Promote equality and transparency of charges across different activities
- Promote inclusion of students in activities irrespective of wealth
- Comply with legislation – S487 of the Education Act 1996

Education

Education provided wholly or mainly during school hours is free.

Materials, books and equipment lent to pupils during school hours and after school clubs remain the property of the school.

Parents/Guardians/Carers will be offered the opportunity to purchase items made or used by their children at school at cost price.

Examinations

Examination entries are free except in the following cases:

- Students who fail (for no good reason) to complete coursework or attend any public examination
- Students who are entered for an examination against the professional advice of the teaching staff
- Where a student wishes to re-sit a whole examination or a module for which the school has paid the initial entry fee
- Students who are not enrolled at the school
- Students who are enrolled at the school but have entered an examination for which they were not prepared at the school

The charge levied in respect of the above will be the cost of the examination entry plus an administration fee, to cover necessary expenses.

Voluntary Contributions

The school requests parents/carers make an annual contribution to the School Fund. The amount is set by the Governors and publicised in the school's newsletters, Raine's Review, school's prospectus and on the school's web-site.

The school may request Parents/Guardian/Carers make a voluntary contribution to the costs of some activities provided during school hours. Students will not be treated differently according to whether or not their Parents/Guardian/Carers have made any contribution in response to the request.

Optional Extras

Optional extras are defined as items which:

- Fall wholly or mainly outside school hours
- Do not form part of the National Curriculum
- Are not part of a syllabus towards a prescribed public examination
- Are not in the scope of statutory requirements relating to religious education

Charges will be made for optional extras such as music tuition. Participation will be on the basis of parental choice and a willingness to meet the cost of the optional extra.

The amount charged for an individual student will not exceed the actual cost of providing the optional extra. (Actual cost is calculated as total cost divided by total number of pupils.)

School Trips

School Day Trips. Day trips will be classified as either education (linked to the National Curriculum) or optional extras. A trip is an education trip if 50% or more of the days on the trip are school days or that it takes place during school hours. Parents/Guardian/Carers may be asked to make a voluntary contribution to off-set costs including travel, entrance fees, photocopying, administration etc.

Residential Trips (Curriculum). For residential trips which are linked to the National Curriculum i.e. Geography Field-trips, or are in preparation for prescribed examinations the Parents/Guardian/Carers will be charged the cost of board and lodging; this is permissible under the Education Act 1996. It will not exceed the actual cost incurred by its provision.

Residential Trips (Optional). For residential trips which are not linked to the National Curriculum i.e. Ski Trips the full cost of the trip will be charged to the Parents/Guardian/Carer.

Bursaries

Full bursaries or financial support for certain items are available on application to the Trustees of the Raine's School Foundation through the Clerk to the Governors.

Extended School

Extended school activities which form part of the national curriculum, help students to prepare for public examinations and aim to enhance their attainment, are offered free. This includes after-school classes for the school's students.

The school will seek to reduce the cost of the after-school clubs and classes to Parents/Guardian/Carers by seeking funding from grants and donations. (Note that the school is not permitted to use its delegated budget to fund child care in any form.)

The school lets its facilities to other organisations as part of its extended school programme. These organisations set and collect their own charges. Facilities are let at current market rates.

Music Tuition

The school levies charges in respect of individual tuition and group music tuition, up to and including 4 students. The tuition is provided full-time and peripatetic teachers employed by the school. No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the student.

Remissions Policies

All Parents/Guardian/Carers may write to the Governors, care of the Head Teacher, to request that charges for school trips and other optional extras are met in full or part from the school's funds. Priority will be given to requests from pupils:

- Who are in receipt of free school meals
- Whose Parents/Guardian/Carers receipt of Child Tax Credit, Income Support, Income based Job-seeker's Allowance or support under the immigration and asylum Act 1999
- With good behaviour and attendance
- A demonstrably keen interest in the optional extra

All parents/carers may write to the Governors to request fees are waived for extended school activities.

Damages and Losses

All Parents/Guardian/Carers will be asked for pay for any vandalism or damage to school property (including premises, furniture, equipment, books or materials) caused by their children. The charge will be the cost of replacement or such lower cost as the Headteacher may decide

All Parents/Guardian/Carers will be asked for pay for any damage to school property (including premises, furniture, equipment, books or materials) caused by their children, belonging to a third party and re-chargeable against the school. The charge will be the cost of replacement or such lower cost as the Headteacher may decide

All Parents/Guardian/Carers will be asked to pay for any school property lost by their children including textbooks and library books.

Where accidental damage to school property occurs, Parents/Guardian/Carers will be requested to make a voluntary contribution to the school.

Administration of Charges

Until such time as the payment system is automated, with the introduction of ParentPay, all payments should be deposited at the school reception offices or directly to the Headteacher's PA; receipts are issued for all payments.

A letter will be sent to the Parents/Guardian/Carers of any leavers with outstanding debts in the summer term.

Students will not be allowed to attend optional extras, including school trips, if they have not paid for them in advance.

Change History

Date	What changed	Committee Date Approved
25 January 2008	Full review	14 February 2008
14 Jul 2009	Reviewed by Finance Committee	14 July 2009
16 Jul 2015	Reviewed by Finance Committee	16 July 2015
Derivation		
Revision Policy		