



RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

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“Achieving Excellence by Unlocking Potential”

CHARGING & REMISSIONS POLICY

Change History

Date	What changed	Committee Date Approved
25 January 2008	Full review	14 February 2008
22 September 2016	Full review	24 November 2016
Derivation		
Revision Policy		

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

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

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.

Examinations

Examination entries are free except in the following cases:

- Students who are entered for an examination against the professional advice of the teaching staff
- 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

Voluntary Contributions

The school may request parents/carers make a voluntary contribution to the costs of some activities provided during school hours.

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 trips will be classified as either education or optional extras. A trip is an education trip if 50% or more of the days on the trip are school days.

Parents/carers will be charged the cost of board and lodging for education trips; this is permissible under the Education Act 1996. Parents/carers will be asked to make a voluntary contribution to cover other costs of education trips.

Parents/carers will be charged the cost of optional extra trips.

The school will seek to reduce the cost of external trips and activities by part-funding them where possible through targeted standards funds, grants and donations. The maximum school funding for any trip is 70%.

Bursaries

Full bursaries or financial support for certain items are available on application to the Trustees.

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 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 cost.

Remissions Policies

All parents/carers may write to the Governors, care of the Head Teacher, to request that charges for school trips are met from School Funds. Priority will be given to requests from pupils in receipt of free school meals.

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

Damages and Losses

All parents/carers will be asked for pay for any damage to school property caused by their children.

All parents/carers will be asked to pay for vandalism and deliberate breakages caused by their children.

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

Administration of Charges

Receipts are issued for all payments.

A letter will be sent to the parents/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.