Reigate School

Charging and Remissions Policy

There are many valuable, though not essential, aspects of school life which rely either on voluntary contributions from parents/carers or, when permitted, on a direct charge being made. The Education Reform Act 1996 places restrictions on schools with regard to charging parents/carers for educational activities, books and materials. The following is Reigate School's policy on charging:

Charging Policy

Charges will be made:

(a) for board and lodging in relation to trips;

(b) for individual instrumental music tuition, when it does not form part of the syllabus for a prescribed public examination and is not required by the National Curriculum;

(c) in relation to examinations in the following circumstances:

i. non-prescribed examinations for which students are being prepared with their parents' agreement;
ii. where the preparation would enable the student to enter more than one examination, a charge may be made for the second examination;
iii. where there has been private tuition or where a student is re-sitting an examination, but has received no further preparation since the earlier examination;
iv. In the case of a modular examination where a student is re-sitting the examination of a module;
v. the passing on to parents of any charge made by the examining body, if the parents ask for examination results to be re-scrutinised;
vi. the recovery of wasted public examination fees, if a student fails without good reason to complete the examination requirements.

(d) for activities arranged outside school hours (including mid-day breaks), unless these activities are:

i. required as part of a syllabus for a prescribed public examination;
ii. provided specifically to fulfil statutory duties relating to the national curriculum;
iii. provided specifically to fulfil statutory duties relating to Religious Education such activities outside school hours for which charges may be made are described as an "optional extra".

(e) for ingredients/materials for products in Food Technology and Design Technology if parents have indicated in advance a wish to have the finished product.

Remission Policy

Charges will be remitted:

(a) in relation to the cost of board and lodging in respect of residential trips, in the case of students who parents are in receipt of any of the following:

- income support;
- income-based Jobseekers Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the specified allowance;
- the guarantee element of State Pension Credit;
- when the activity is within school hours and/or is a requirement as part of a syllabus or through the National Curriculum.

Voluntary Contributions

Education during normal school hours is free of any compulsory charge to parents. However, parents may be asked for voluntary contributions towards meeting the costs of providing activities, facilities, materials or texts. Examples include texts and examination papers for annotation (which therefore cannot be used again), journals, artists' materials, sports equipment and sportswear.

If parents have any difficulty in meeting allowable costs they should contact the school where all approaches will be treated in confidence.

Learning Resources

Parents will be asked to pay the cost of fines for overdue library books or the cost of replacement of books which have been borrowed but not returned. There will also be a charge for the replacement of curriculum texts or other resources if these are lost or damaged.

Uniform

Where the school provides items of school uniform to those students who attend but are not properly dressed, for example, without ties, parents will be asked to pay the cost.

Meals

School lunches will be provided free of charge for those in receipt of any of the following:

- income support;
- income-based Jobseeker's Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the specified allowance);
- the guarantee element of State Pension Credit.

The Refund Policy

a) The School will make a refund to parents from the proceeds of any day trip or school journey when all the outstanding charges including administration have been met.

b) Refunds of the cost of activities when a student does not attend:

   i. when a parent or carer has made a payment to the school, whether in whole or in part, towards the cost of an activity, this payment will be refunded if the school does not incur a loss. The school will make all reasonable efforts to secure a whole or partial refund where payment has been made or committed to a third party provider;
   ii. the school's insurance may enable parents to recover the cost of an activity when their child did not attend. However, parents are advised to make their own contingency arrangements to cover their loss in the event that their child cannot attend an activity for which they have paid;
   iii. parents whose children are excluded temporarily or permanently before or during an activity for which they have paid will forfeit the cost unless paragraph 7bi above applies or an appeal against exclusion is upheld by the Governors' Disciplinary Committee;
   iv. where a student is voluntarily withdrawn from school by his or her parents and taken off role, the school reserves the right not to allow the student to participate in the activity and not to refund the cost unless paragraph 7bi applies.

Recovery of Charges and Costs

The school reserves the right to charge parents the full cost of restitution and repair to the fabric of the buildings, machinery, vehicles, equipment or other assets where damage has been caused by vandalism, negligence or wilful behaviour.

The school holds parents and carers responsible for those costs and charges specified in this policy which are incurred by their children. The school reserves the right to take any action it deems appropriate to recover money owed including legal action where there is a dispute or a refusal to pay and the school is satisfied there is no evidence of family hardship.