



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.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

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:
 - non-prescribed examinations for which students are being prepared with their parents/carers agreement;
 - where the preparation would enable the student to enter more than one examination, a charge may be made for the second examination;
 - 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;
 - the passing on to parents/carers of any charge made by the examining body, if the parents ask for examination results to be re-scrutinised;
 - 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:
 - required as part of a syllabus for a prescribed public examination;
 - provided specifically to fulfil statutory duties relating to the national curriculum;
 - provided specifically to fulfil statutory duties relating to Religious Education.
- (e) such activities outside school hours for which charges may be made are described as an "optional extra".

Remission Policy

In some circumstances, charges may be remitted in relation to the cost of board and lodging in respect of residential trips or activities, in the case of students whose parents/carers are in receipt of any of the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Equal Based Jobseeker's Allowance/Employment and Support Allowance;

Voluntary Contributions

Education during normal school hours is free of any compulsory charge to parents/carers. However, parents/carers 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/carers have any difficulty in meeting allowable costs, including those of essential curriculum trips, they should contact the school where all approaches will be treated in confidence.

Learning Resources

Parents/carers 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/carers 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:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Equal Based Jobseeker's Allowance/Employment and Support Allowance

The Refund Policy

- a) The School will make a refund to parents/carers 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/carers to recover the cost of an activity when their child did not attend. However, parents/carers 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/carers whose children are excluded temporarily or permanently before or during an activity for which they have paid will forfeit the cost unless paragraph b) (i) 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/carers and taken off roll, the school reserves the right not to allow the student to participate in the activity and not to refund the cost unless paragraph b) (i) applies.

Recovery of Charges and Costs

The school reserves the right to charge parents/carers 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 willful 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.

Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

Policy Review Date: December 2025