Charging and Remission Policy

Ranelagh School

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Context

Ranelagh School Vision

Though we are many, we are one body

Following the ministry of Jesus, we empower all to use their gifts in faithful service. We inspire and encourage each individual to develop and nurture unique skills, interests and talents, in order that they can flourish. Our school is a unifying heartbeat, enabling everyone to feel welcomed and valued as members of our community.

While adhering firmly to the principle of free education, the governors will make some charges in accordance with the 1988 Education Act. Extra-curricular activities and visits to the school by outside speakers are arranged with the help of voluntary contributions, in particular through the Special Activities Fund.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on the 2018 document *Charging for school activities* and the 1996 *Education Act, sections* 449-462, which set out the law on charging for school activities in England.

Activities for which charges are made

The governors will make the following charges to parents for activities concerned with the education of theirchildren at the school:

1 Full board and lodging costs on residential visits
2 Costs associated with tuition for individuals or groups of up to four students in the playing of a musical instrument, or vocal tuition, whether in or out of school, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum
3 Costs of any materials, books, instruments or equipment, where the child's parent wishes them to own them
4 Costs of supplying materials and ingredients required for Art and Technology if parents have indicated awish to own the finished products
5 Activities which take place wholly or mainly outside school hours, but which are not provided as part ofthe syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the school curriculum or to religious education. Such activities include visits to theatres, museums and conferences. If in school time, they can only take place if all those in a group invited to take part are prepared to pay through voluntary contributions
6 Small subscriptions to clubs and societies. In such instances the contribution is entirely voluntary.
7 Fees for public examination prescribed by the school and entered with the agreement of a parent, wherethe student fails to take the examination without good reason
8 Examination retakes if the student is no longer following the course or module as part of their programme of study
9 Any requests for enquiries about results from the examination boards
10 Costs of entering for a public examination for which they have not been prepared by the school
11 Replacement of lost books or equipment damaged as a result of a student's behaviour
12 The cost of travel from home to a work experience placement
13 Associated Board music examinations
14 In calculating the cost of optional extras an amount will be included in relation to:
    - non-teaching staff;

- teaching staff engaged under contracts 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 proportion 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

Remission of charges

The governors will remit all charges for those families on Income Support or Family Credit and will consider doing so in any case where parents have written confidentially indicating financial difficulty.

Purchase of non-compulsory Items

On the basis of the charging criteria set out in points 1 to 13 above a number of opportunities have arisen for enhanced provision of specific items as a result of parental contributions; for example, bulk purchases bydepartments on behalf of students of items such as calculators and set texts. In such cases where students prefer not to own such items, the school will lend them free of charge on the understanding that they will be returned in good condition and, in the case of texts, unannotated.

Parents have also made substantial contributions to the purchase of lockers for securing their children's personal possessions and schoolbooks for which they are responsible. This has enabled funds to be releasedfor the purchase of educational equipment. Parents are under no obligation to fund such purchases.

Advice on applying the school's charging policy

Charging by departments

When students are invited to buy items for themselves, this should be done without pressure and students should not be disadvantaged if they choose not to buy. Therefore, for example, if magazines are offered, a copy should be available in the department.

Where charges cannot be made

Charges cannot be made for any of the following:

Education

- Admission applications and enquiries
- Education provided during school hours (including the supply of any materials, books,instruments or other equipment)
- Education provided outside school hours if it is part of:
    - The school curriculum
    - A syllabus for a prescribed public examination that the student is being prepared for atthe school
    - Religious education
    - Instrumental or vocal tuition, for students learning individually or in groups, unless thetuition is provided at the request of the student's parent
    - Entry for a prescribed public examination if the pupil has been prepared for it at theschool
    - Examination retake(s) if the pupil is being prepared for the retake(s) at the school (forexample, retakes of Mathematics and English GCSEs in the sixth form)

Transport

- Transporting registered students to or from the school premises, where the local authority has astatutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local

authorityhas arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has beenprepared for that examination at the school (for example, transport to a local sports centre to complete a NEA in Sport)
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at theschool
    - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils ona residential visit

Voluntary contributions

As an exception to the requirements set out above, the school is able to ask for voluntary contributions fromparents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Residential and day trips
- Visits from outside speakers and companies
- Sports activities and fixtures

There is no obligation for parents to make any contribution, and no child will be excluded from an activity iftheir parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.