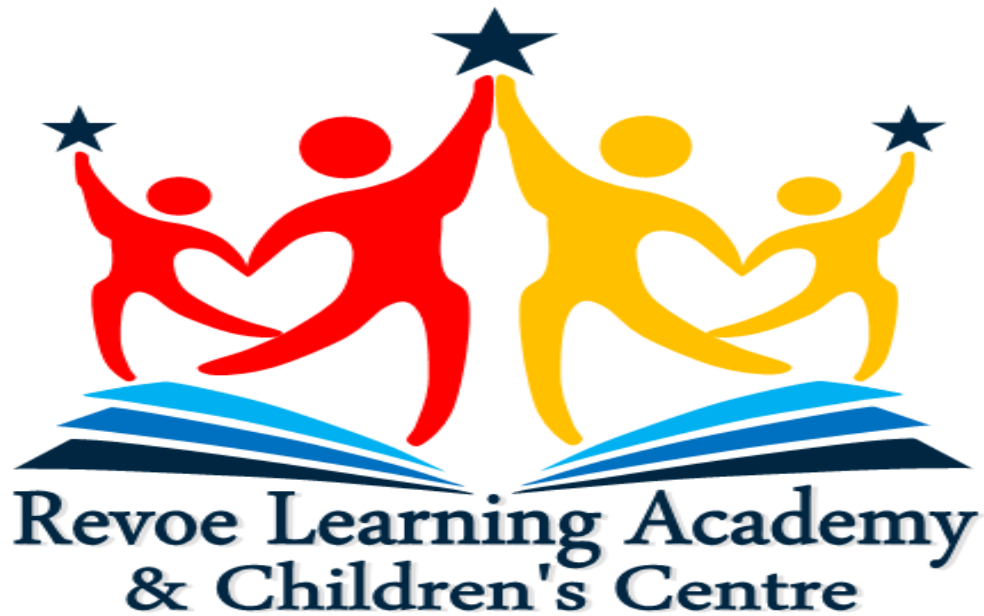


Our Charging and Remission Policy



Written / Revised November 2014

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

School Trips:

No charge will be made in respect of enrichment activities eg trips, visitors etc that take place during school hours or are part of the curriculum. However, the Governing Body will request that voluntary contributions are made to support enrichment opportunities taking place.

For **essential** residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed exams, a charge will be made for board and lodging.

For residential trips **not-essential** to the National Curriculum or statutory RE, a charge will be made up to the full cost of the trip including contingency and school administrative costs.

Parental contributions, from parents, carers or guardians, for such events are paid online via our Parent Pay system.

Voluntary Contributions:

Where RLA cannot make charges, and it is not possible to make these additional activities within the resources ordinarily available to our Academy, RLA may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs and disabilities.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Exam Entries:

A charge or contribution will be requested in respect of exam entries for pupils where RLA has not solely prepared the pupil for the exam. A charge will be made in respect of exam entries for pupils where:

- RLA has prepared the pupil for the exam; and, it considers that for educational or emotional reasons, the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered
- A charge may be made for pupils re-sitting an exam.
- A charge will be made where a pupil fails without good reason to complete the requirements of any public exam where the school paid or agreed to pay the entry fee.

Materials & Textbooks:

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be made for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, RLA will provide the ingredients and then make a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition:

RLA makes charges in respect of individual music tuition, and group music tuition up to and including 6 persons, if the teaching is not an essential part of either the National Curriculum or a public exam syllabus being followed by the pupil. Up to 50% discount may be available, on request, to pupils whose families are entitled to free school meals and the activity is relevant to the child.

Activities Outside School Hours:

No charge will be made for activities outside school hours that are part of the National Curriculum or RE, or that form an essential part of the syllabus for an approved exam. For all other activities outside school hours, a charge up to the cost of the activity will be made.

Damage/Loss to Property:

A charge will be made in respect of wilful damage, neglect or loss of RLA property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher or Business Manager may decide.

A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to RLA - the charge to be the cost of replacement or repair, or such lower cost as the Headteacher or Business Manager may decide.

Other Charges:

The Headteacher or Governing Body may make charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Remissions Policy:

The Headteacher or Governing Body may remit (pay back or waive) in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances, unless the visit incurs a non refundable deposit, which will not be returned

Catering:

The Academy has a catering contract. Cost of school meals are payable through ParentPay, a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ParentPay. The payments are received into the RLA bank account and recorded against the pupil account.

School Uniform:

School uniforms can be purchased from either:

- 1st Class Kidz on Highfield Road or on their website; or,
- our main office (see website for operating hours).