



# Ranelagh School

## Charging and Remission Policy

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## **General Policy**

While adhering firmly to the principle of free education, the governors will make some charges in accordance with the 1988 Education Act. Families in difficulty are helped as far as possible to meet these charges by means of a discretionary fund provided by the Friends of Ranelagh. 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.

## **Activities for Which Charges are Made**

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

- 1 Board and lodging on residential visits.
- 2 Costs associated with tuition for individuals or groups of up to four students in the playing of a musical instrument, 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 supplying materials and ingredients required for Technology if parents have indicated a wish to own the finished products.
- 4 Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National 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. Whether in school time or not such activities may receive some help from the Special Activities Fund.
- 5 Small subscriptions to clubs and societies. In such instances the contribution is entirely voluntary.
- 6 Fees for public examination prescribed by the school and entered with the agreement of a parent, where the student fails to take the examination without good reason.
- 7 Candidates will be charged for all retakes and any requests for enquiries about results from the examination boards.
- 8 Costs of entering for a public examination not prescribed in regulations to be issued by the Department for Education and costs of preparing the student for such examination outside school hours.
- 9 Replacement of lost books or equipment damaged as a result of a student's behaviour.
- 10 Parents can expect to pay the cost of travel from home to a place of work experience or Action in the Community.

## **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 9 above a number of opportunities have arisen for enhanced provision of specific items as a result of parental contribution. For example bulk purchases by departments 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 released for the purchase of educational equipment. Those children whose parents do not contribute are still provided with a place for their possessions. 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.

### **Public Examination fees**

The general principle is established in the Charging Policy that the school pays fees for examinations for which students have been prepared. 'Prepared' in this context means taught through a time-tabled course.

The following examination fees shall not be paid for by the school:-

- 1 If a student is entered for an examination for which he/she has not been prepared by the school.
- 2 If the examination is not on the set list but the school arranges for the student to take it.
- 3 Where the student fails without good reason to meet any examination requirements for that syllabus.
- 4 Associated Board music examinations.