

Royal Alexandra & Albert School



Charging & Remissions Policy

This policy was originated by Diana Bromley, Bursar

**It was re-approved by the Finance and General Purposes Committee
on 30 April 2015**

It is next due for re-approval during the Summer Term 2018

The document is a statement of the aims, principles and strategies used for charging pupils at the Royal Alexandra and Albert School.

1. Core principle

During the School day all activities that are a necessary part of the National curriculum plus religious education will be provided free of charge.

2. Charges

The Governing Body reserves the right to make a charge in the following circumstances:

- a) Activities outside School hours: The full cost to each pupil of activities deemed to be 'optional extras' taking place outside school hours, where parents of pupils have agreed the activity in advance.
- b) Individual Music Tuition: Fees are charged for instrumental lessons directly by the peripatetic music teachers to parents at rates agreed annually with the School.
- c) Charging in Kind: For the cost of materials, ingredients, equipment (or the provision of them by parents) provided the parents have indicated in advance that they wish to own the finished product. This will apply in particular to Food Technology/Textiles, Design Technology, Art/Ceramics, and Photography but may in special circumstances apply to other subjects.
- d) Examination Fees: i) where a pupil has not been prepared for a prescribed public examination by the School as well as for non-prescribed examinations whether or not prepared by the School; ii) if a pupil fails without good reason to complete the examination requirements for any public examination, for which the School has paid or is liable to pay an entrance fee; iii) if pupils request an examination resit the School will charge the cost of the examination together with an appropriate administration charged); iv) where a parent requests a re-mark of an examination paper.
- e) Breakages or damage to school premises and equipment etc: Damage as a result of pupil's behaviour or negligence.
- f) School Administration: In cases where school staff are involved in support activities, outside of their normal duties, the School reserves the right to charge a suitable levy.
- g) Lockers: Lockers are available for rental to Secondary School pupils at £30 for the duration of the pupil's time at the School. £5 is refundable on the return of the key. Replacement keys will be charged at £5.
- h) Non-return of School books (library or curriculum): lost books will be charged at the full replacement cost.
- i) Optional non-curricular sporting activities in and after School hours (e.g. riding, kayaking): A termly charge will be made. Such charges are reviewed on an annual basis.

3. Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

4. Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged, parents will be told how the charges are calculated.

5. Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot.

6. Work Experience

In accordance with the Education Reform Act 1988, the Governors expect that the travel costs from home to place of work are met by parents when pupils are on work experience placements.

7. Remissions

Where the parents of a pupil are currently in receipt of free school meals, the full costs for board and lodging for any off site residential activity will be remitted where the activity occurs within school hours or it is out of hours but provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination
- b) specifically to fulfil statutory duties relating to the National Curriculum; or
- c) specifically to fulfil statutory duties relating to Religious Education

Parents will be informed that the Headmaster can be consulted in complete confidence in cases of financial hardship. The Headmaster will be able to waive payment.