



Redbridge Alternative Provision

Charging and Remissions Policy

Date Approved: November 2022

Next Review: Autumn Term 2023

1. Introduction

This charging policy has been approved in accordance with s457 of the Education Act, 1996.

2. School Trips

Day Trips - no charge will be levied in respect of day trips.

Residential Trips – essential

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

Residential Trips – non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time on the trip, a charge will be levied up to the full cost of the trip
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging
- Transport-All transport during school hours are free of charge

3. Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where:

- The school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered

In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.

- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee
- A charge at cost will be levied in respect of supplementary learning material at KS3 and KS4

4. Materials for Art, Craft & Design and Design & Technology

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

5. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

6. Damage/Loss of Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

A charge will be levied 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 the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

7. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. If there are insufficient contributions the trip may not go ahead.

8. School Meals

School meals are available to all pupils and there is no cost.

To enable the service to be efficiently planned the school requires advance notice of your child's requirements. (Half a terms notice is required to change arrangements).

Information regarding free school meals is available from the school office

9. Uniform

The governing body monitors and reviews the school uniform charges:

- Seeking the views of parents, to ensure that they agree with and support the policy
- Considering, with the head-teacher and any requests from parents for individual children to have special dispensation with regard to school uniform

Our uniform charges are as follows:

- Black RAP polo shirt £5
- Black RAP Sweatshirt £10

10. Remissions Policy

The Head Teacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Head Teacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

If, once all invoices have been settled and there is a surplus in the fund, a refund will be made to the students who attended if the refund exceeds £4 per head.