



Redbridge Alternative Provision

# Charging and Remissions Policy

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Written on

May 2025

Due for review on

May 2026

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## INTRODUCTION

- 1.1 This charging policy has been approved in accordance with [s457 of the Education Act](#), 1996.

## SCHOOL TRIPS

### 2.1 Day Trips

No charge will be levied in respect of day trips.

### 2.2 Residential Trips – essential

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

### 2.3 Residential Trips – non-essential

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

- (i) 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.
- (ii) 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.

### 2.4 Transport - all transport during school hours is free of charge.

## **EXAMINATION ENTRIES**

- 3.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- 3.2 A charge will be levied in respect of examination entries for pupils where:
- (i) the school has prepared the pupil for the examination;
  - (ii) it considers that for educational reasons the pupil should not be entered; and
  - (iii) the pupil's Parent/Carer wishes the pupil to be entered.

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

- 3.3 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.
- 3.4 A charge at cost will be levied in respect of supplementary learning material at KS3 and KS4.

## **MATERIALS FOR ART, CRAFT & DESIGN AND DESIGN & TECHNOLOGY**

- 4.1 Where a pupil or Parent/Carer 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.

## **MUSIC TUITION**

- 5.1 At present, RAP levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons.
- 5.2 No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus being followed by the pupil.
- 5.3 No Redbridge Music Service charge is levied to Parents/Carers in respect of singing during the school day.
- 5.4 Remission of some RMS fees may be available when Parents/Carers of pupils receiving music tuition are in receipt of Free School Meals (FSM), Income Support, Universal Credit, Job Seekers Allowance or Employment and Support Allowance (ESA).

## **ACTIVITIES OUTSIDE SCHOOL HOURS**

- 6.1 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 examination.
- 6.2 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.
- 6.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **DAMAGE/LOSS OF PROPERTY**

- 7.1 A charge will be levied in respect of willful 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 Headteacher may decide.
- 7.2 A charge will be levied in respect of willful 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 Headteacher may decide.

## **VOLUNTARY CONTRIBUTIONS**

- 8.1 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/Carers to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their Parents/Carers have made any contribution in response to the request or invitation. If there are insufficient contributions the trip may not go ahead.

## **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

## **UNIFORM**

The Governing Body monitors and reviews the school uniform charges

- (i) seeking the views of Parents/Carers, to ensure that they agree with and support the policy.
- (ii) considering, with the Headteacher.
- (iii) and any requests from Parents/Carers for individual children to have special dispensation with regard to school uniform.

Our uniform charges are as follows:

- (i) Polo Shirts - £5.
- (ii) Jumper - £10.

## **REMISSIONS POLICY**

- 11.1 The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 11.2 The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

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