

Charging & Remissions Policy



Range High School Challenge, Support, Flourish

Person responsible for Policy	Andy Pritchard	Date: November 2023
Last reviewed:	November 2023	
Next review due by:	September 2024	Annual Review
Responsibility for Policy:	Headteacher	
CHAIR OF TRUSTEES	Karen Owens	

Charging Policy

Following the Education Reform Act, every school must have, and publish for parents, its charging policy. The governors have made the following decisions:

a) Books and Equipment

- Parents/guardians are responsible for ensuring their child is provided with pens, pencils, erasers, rulers, calculators, etc. Some subject departments will have, available to purchase, specialist items such as scientific calculators, protractors and laboratory coats.
- Parents/guardians of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

b) Charging for Materials

- Parents/guardians of pupils who are on practical courses (e.g. CDT, Home Economics, Art, etc.) may be asked by departments to make a contribution towards materials etc. that will be used during the course of the year.

c) Activities

- Activities within the school day or part of an examination course:
 - Any payment from parents/guardians for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Obviously, pupils will never be treated differently according to whether or not their parents/guardians have made any such payments.
- Activities outside the school day and not part of an examination course:
 - For these activities, the specified payment is required for pupils to take part.

d) Residential Visits

- The governors' policy is not to have pupils entered for examination courses requiring residential study mainly within school time.
- Residential visits taking place mainly outside school time and not required by an examination course, will require payment for the pupil to take part.

e) Public Examinations

- The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations.

- The Headteacher has the authority to charge for examination entries in certain circumstances.
- The Headteacher is authorised to request payment for wasted examination fees.

f) Music Tuition

- The Headteacher is authorised to charge for music tuition outside normal classroom activities.

g) Loss and Damage to School Property

- Parents/guardians of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

Complaints policy

Under the Education Reform Act, a procedure is laid down which relates to complaints about the action of a governing body in respect of the school curriculum and related matters. This document is available on request.

Most concerns or potential problems can be settled best in informal discussions with the Headteacher and/or other staff in the school.