



CHARGING AND REMISSIONS POLICY

June 2018 - CSI

This Charging and Remissions Policy has been compiled in line with the latest DfE advice, 'Charging for school activities' (May 2018), for which Little Ilford School has identified specific areas below that are expected to be adhered to:

School Visits – Day Visits

The school actively seeks appropriate visits to support the curriculum which are free to schools and whenever possible utilises Transport for London free travel for school parties. Where an educational visit considered essential to the curriculum incurs additional expense, a voluntary contribution (see definition below) towards the cost of the school visit will be requested by the school from parents/carers.

Voluntary Contributions:

Any such contributions must be genuinely voluntary and it will be made clear to parents/carers if contributions are requested that;

- There is no obligation to contribute
- Students will be treated the same whether or not their parents/carers have contributed
- There is support for low income families,
 - Free School Meals criteria will be used to determine whether support is appropriate

If a school visit cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating:

- The nature of the proposed school visit and its education value
- The contribution per student which would be required if the school visit were to take place
- The school visit would not take place if insufficient contribution were forthcoming.

Residential Visits

The school will make a request to parents/carers for a voluntary contribution for the cost of a residential visit, together with a separate charge which covers board and lodging. These are the conditions the school has to adhere to in accordance with the latest DfE advice. The basis for the voluntary contribution will be the same as shown above under School Visits – Day Visits. The Headteacher will make it clear to parents/carers at the outset if a particular residential visit cannot be funded without voluntary contributions. In addition, the Headteacher will make it clear to parents/carers that there is no obligation to make any contribution. If there are insufficient voluntary contributions from parents/carers to make the

residential visit possible, then reference will be made to the Headteacher who reserves the right to cancel the residential visit.

For parents/carers who can prove they are in receipt of specific state benefits (the school will retain a list of these benefits), students will be exempt from paying the cost of board and lodging.

Examination Entries

Students are selected for their examination entries by the Curriculum Team Leader(s).

Parents/carers of a student whose behaviour is considered unruly during an examination or is late for the start of an examination will be required to reimburse the school for the examination entry fee that the school has paid.

Parents/carers must sign a written declaration that if a student fails to attend an examination for which the school has paid the examination entry fee, the parent/carer must reimburse the school for the fee that has been paid. The only exception to this ruling is on medical grounds and in this situation the parent/carer must produce a medical certificate on behalf of the student, signed by the family GP.

The decision to allow a student to retake an examination will be made in consultation with the student, subject teachers, Curriculum Team Leader(s) and the Senior Leadership Team line manager.

The school reserves the right to charge a parent/carer of a student who wishes to retake an examination. If a parent/carer requests the school to arrange an examination paper to be remarked for a student the school will levy a charge for doing so.

Music Tuition

Individual/groups (up to four students)/are entitled to 20 minutes free weekly vocal or instrumental music tuition. When a parent/carer specifically requests the school to provide their child vocal or instrumental music tuition that exceeds the free 20 minutes weekly lesson, the parent will be expected to meet the cost of the additional provision.

Materials & Textbooks

Textbooks and stationery are available for parents/carers to purchase on behalf of a student at the same purchase price that the school has paid for them.

Food technology - students will provide their own ingredients but if the student forgets the school will provide the ingredients, but will levy a charge.

Damage to/loss to school property

A charge will be levied on a parent/carer of a student by the school who has been found responsible for causing malicious, wilful damage, neglect or loss of school property, which includes premises, furniture, equipment (including ICT equipment) and books or any other items/ materials not listed. The charge will be the full cost of replacement or repair, or such lower cost as the Headteacher may decide.

Policy reviewed June 2018

Next review date May 2019

CSI