



## **CHARGING AND REMISSIONS POLICY**

As part of our Funding Agreements the Trust is required to have a Charging and Remissions Policy.

The Board of Directors recognise the valuable contribution that the wide range of additional activities, including clubs, out of academy day trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

### **Charging**

The Board of Directors reserve the right to make a charge in the following circumstances for activities organised by the academy:

#### **Learning outside the classroom and residential visits in academy time**

The board and lodging element of the residential experience and outdoor pursuit courses;

#### **Activities outside academy hours**

The full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;

**Peripatetic Music** Charges can be made for either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing during academy hours, if it is provided at the request of the parent. A 50% subsidy for current Free School Meal and Looked After students will be provided from Pupil Premium Funding.

#### **Materials**

The cost of materials or ingredients for design and technology and food technology.

#### **Acts of vandalism and negligence**

The Board of Directors reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;

#### **Examination fees**

If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

The Board of Directors cannot charge for:

- an admission application;
- education provided during academy hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside academy hours if it is part of the National Curriculum tuition;
- students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or religious education; or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the academy; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at either academy. However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents.
- transportation provided in connection with an educational visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students must not exceed the actual cost per student

In cases where a small proportion of the activity takes place during academy hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from academy accompanying students on a residential visit.

## **Remissions**

Where the parent of a student is in receipt of qualifying government support payment(s), the Board of Directors will remit 50% of the cost of board and lodging for any residential activity that is organised where the residential activity forms part of the syllabus for a public examination.

The Board of Directors may remit charges in full or in part to other parents after considering other specific hardship cases. The Board of Directors invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Executive Headteacher will authorise remission in consultation with the Chair of Directors.

## **Insurance**

Any insurance costs will be included in charges made for educational visits or activities.

## **Voluntary contributions**

Nothing in this policy statement precludes the Board of Directors from inviting parents to make voluntary contributions. The Board of Directors should make clear that such contributions are voluntary and those children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

## **Equal Opportunities**

In reviewing and implementing this policy the Board of Directors and Executive Headteacher will take into account the provisions of the academy's equal opportunity policy.

## **Monitoring, Evaluation and Review**

The Board of Directors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout each Academy.