

Policy Document

CHARGING & REMISSIONS

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential 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 Policy

Charging will be permitted for the following activities:

- The full costs of board and lodging on residential visits.
- The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of Academy time (in most cases the Academy subsidises such lessons).
- The full costs of activities which take place wholly or mainly outside of Academy hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.
- In letters home, informing parents about such trips, teachers should be wary of using sentences such as "The cost of such a trip will be £X, and places will be allocated on a first-come, first-served basis", as this positively discriminates against those families who receive Income Support or those families who have to budget carefully, and may not have money immediately to hand. An alternative approach would be to ask for a reasonable amount – say £5 or £10 – as a deposit with the remainder payable within a specified period.
- The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside Academy hours.
- The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the Academy.

- The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student.
 - 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 medical evidence 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.
- For some vocational courses there may be a request for additional contributions for expensive materials or excursions.
- The cost of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product.
- The costs (full or partial at the Academy's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the Academy.
- The Academy will charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for

- Any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- Any residential visits outside Academy time which are covered by the following criteria, where the education is provided:
 - To fulfil any requirements specified in the syllabus for a prescribed public examination.
 - Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act.

- The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- Specifically to fulfil statutory duties relating to Religious Education imposed by 10 (i) b.
- The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

Insurance

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

Voluntary contributions

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

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**Charging and Remissions Policy
Reviewed July 2010 by T Askew
Revision due July 2012**