



CHARGING & REMISSIONS POLICY

FEBRUARY 2015

Next review – July 2016

Introduction

We want all our pupils to have an equal opportunity to benefit from our academies activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out the Trust's approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the academy premises.

Academy Trips

- **Day Trips.** No charge will be levied in respect of day trips that take place during academy hours or are part of the curriculum. (also please refer to *Voluntary Contributions* section).
- **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. (also please refer to *Remissions Policy* section).
- **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - if the amount of academy time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - if the amount of academy time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

School Meals

No charge will be made for pupils entitled to free school meals

We will charge all pupils not entitled to free school meals an amount determined by the governing body of the academy.

Activities Outside Academy Hours

No charge will be made for activities outside academy hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside academy hours for an examination that is not set out in regulations (the full list of which is available from the academy), a charge will be levied for tuition and other costs.

For all other activities outside academy hours, a charge up to the cost of the activity will be levied.

Music Tuition

The academy has the legal right to levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. However, we do not levy charges for any music tuition, although there is a charge of £20 per annum for the loan of instruments (£30 for 2 instruments and £35 for 3), which is intended to cover the cost of insurance and repairs.

Examination Entries

No charges will generally be made for entering pupils for public examinations for which the student has been prepared at the Academy, however, the Headteacher does have the discretion to make a charge for examination entry where –

- a) the student was not prepared for the examination at the Academy; or
- b) the Academy has, for educational reasons, determined that the student should not be entered for the examination, but the student's parent or carer has requested such entry, notwithstanding, notification of such reasons.

The Headteacher also has the discretion to request reimbursement of examination entry fees from a student's parents or carers, where the student fails without good reason to complete the prescribed course for any examination, or to attend or sit the examination.

A charge may be levied for pupils re-sitting an examination unless that pupil is being prepared for that examination by the academy.

Materials, Textbooks & Equipment

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the academy provides the ingredients and levies a charge.

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Other items of equipment, e.g. calculators, stationery etc., are available to purchase from various departments.

Lettings

The academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials):

- belonging to the academy,
- belonging to a third party, where the cost has been recharged to the academy

The charge in both cases will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

Where the academy cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the academy, the academy may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Lockers

A rental charge is payable for the use of lockers around the academy – currently £5 one off payment.

PE Kit & Uniform

PE Kit and academy ties are available to purchase from the academy and price lists are available for these items.

Other charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for photocopying, private telephone calls etc.

Remissions Policy

The cost of board and lodgings for essential residential activities taking place wholly or mainly in academy time, will be remitted in full if the parent/carer of a pupil is in receipt of:

- income support
- income based jobseekers' allowance
- support under part VI of the Immigration and Asylum Act 1999.

Other remissions will be at the discretion of the governors who will normally delegate that discretion to the Headteacher.

Outstanding Balances

Any pupil who have an outstanding balance for items including, but not exclusive to, academy trips, damages and dinner monies will be unable to take part in non-curriculum activities, such as rewards trips, academy proms, etc. until full payment has been received.

All outstanding debts will be passed onto Debt Guard, our debt recovery service.