



Charging & Remissions Policy

Policy & Procedure Number: 1

Date of Board of Trustees' Review: Summer 2017

Next Review Due: Summer 2020

Trust Link: Mr I. Kirkham

Revision Number: v1

I STATEMENT OF INTENT – CHARGING AND REMISSIONS POLICY

- 1.1 The Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards child's 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.)
- 1.2 The Academy Trust & Governing Body is required by law to publish a policy on charging for academy activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school/academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school/academy admission charge and no charge for any related activity which takes place during school/academy time. Exceptions to this general statement are as follows.
- 1.3 This policy will be reviewed as it is deemed appropriate, but no less frequently than every 3 years by the Trustees'. The policy will be promoted and implemented within each academy.

2 CHARGING

- 2.1 The Trustees reserves the right to make a charge in the following circumstances for activities organised by the School:
 - 2.1.1 School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses;
 - 2.1.2 Individual tuition: in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
 - 2.1.3 Activities outside school hours: the full cost for each child 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;
 - 2.1.4 Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;

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- 2.1.5 Acts of vandalism and negligence: The Trustees reserves 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 child;
- 2.1.6 Examination fees: if a child has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the child attends for examination.

If, without a medical certificate explaining the reason, a child fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Trustees 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 School.

3 REMISSIONS

- 3.1 Where the parent of a child is in receipt of certain qualifying state benefit(s), the Trustees may remit in full the cost of board and lodging for any Residential activity that is organised for the child 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.
- 3.2 The Trustees may remit charges in full or in part to other parents after considering other specific hardship cases. The Trustees 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 and Company Secretary.
- 3.3 In some cases Pupil Premium may be used to support those pupils who are at risk of a disadvantage experience due their financial circumstance.

4 INSURANCE

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

5 VOLUNTARY CONTRIBUTIONS

- 5.1 Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. The Board of Directors of the Trust has therefore approved the following:
- 5.1.1 Voluntary contributions can be invited from parents towards the cost of the academy activities which are related to the life and work of the academy. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
 - 5.1.2 Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Principal who will treat any such approach in strictest confidence.
 - 5.1.3 Academy visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the academy curriculum.
 - 5.1.4 If insufficient voluntary contributions are received and the trip is considered by the Principal to not be financially viable, then it will be cancelled and any monies received will be returned. Nothing in this policy statement precludes the Trustees from inviting parents to make voluntary contributions.