

CHARGING & REMISSION POLICY

1. Vision

Our vision is to create a world class education within our academies to enable every pupil and student to realise their full potential and, in particular, their full academic potential..

2. Rationale

Sections 449 – 462 of the Education Act 1996 set out the law on charging for school activities. This legislation is further explained in Chapter 16 of the Department for Education’s document “A Guide to the Law for School Governors”.

These two documents provide the framework that underpins this policy. Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and of the two documents detailed above.

3. Aims

- To ensure that every Academy provides basic activities that take place during school hours. These activities will include:
 - All aspects of the National Curriculum
 - Anything required as part of the specification for a prescribed examination.
 - Examination entry fees for public examinations for which registered pupils/students are being prepared at the Academy.
 - The provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for.
 - Non-residential school trips and visits that take place substantially (50% or more) during school hours.

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1. Charging

- 1.1** The Academy wishes to see the Curriculum enriched as far as possible for the benefit of all pupils/pupil/students. It recognises that whatever public funds and sponsors' endowments are made available, they will never be sufficient to fund all desirable activities at the required level.
- 1.2** The Academy therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy:
 - 1.2.1** Academy trips and residential experiences in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses.
 - 1.2.2** Activities outside Academy hours: the full cost for each pupil/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.
 - 1.2.3** Materials: the cost of materials or ingredients for Design and Technology and Food Technology, if parent/carers have indicated in advance that they wish to own the final product.
 - 1.2.4** Acts of vandalism and negligence: the Academy 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 pupil/student.
 - 1.2.5** Examination fees: if a pupil/student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil/student attends for examination.
 - 1.2.6** Re-sits for public examinations where no further preparation has been provided by the Academy.
 - 1.2.7** If, without a medical certificate explaining the reason, a pupil/student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy may seek to recover the fee from the parent/carers.
 - 1.2.8** There may be a charge for examination entry where there is a request from the parent/carers for additional subject entries to be made which are not supported by the Academy.

1.2.9 Music Tuition: in respect of individual music tuition and group music tuition up to, and including, four people, if the teaching is not an essential of either the National Curriculum or a public examination syllabus. The cost of peripatetic instrumental instruction is subsidised by the Academy.

2. Remissions

2.1 Where the parent/carer of a pupil/student is in receipt of qualifying state benefit(s), the Academy will remit, in full, the cost of board and lodging from any residential activity that is organised for the pupil/student and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

2.2 The Academy may remit other charges in full or in part to other parents/carers after considering other specific hardship cases. The Academy invites parents/carers 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.

3. Insurance

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

4. Voluntary Contributions

4.1 Nothing in this policy statement precludes the Academy from inviting parents/carers to make voluntary contributions.

4.2 The Academy however, is very clear that any contributions are voluntary; children of parents/carers who do not make contributions will not be discriminated against.

4.3 If a trip is dependent on voluntary contributions, and if insufficient contributions are received, the trip may be cancelled.

5. Freedom of Information Act

Single copies of the information covered by the Bright Futures Educational Trust scheme are provided free. However, the Academy reserves the right to make a charge:

- For multiple copies of information covered in the Freedom of Information Act 2000.
- If a request involves a lot of photocopying or printing.
- Where cost of postage is high.

In these cases the individual will be informed of the likely cost before fulfilling their request.

6. Charges for use of Academy Facilities/Lettings

6.1 A charge, at least the cost of providing the facilities, will be normally be made for the use of the Academy's accommodation and facilities (lettings) and for all external work processing, copy-printing, design work, etc.

6.2 Details are available from the School Business Manager and further details are contained in the Charging and Lettings Policy.

7. Other Charges

7.1 The Academy may levy charges for miscellaneous services up to the cost of providing such services, e.g. proving a copy of the OFSTED report.