



CHARGES & REMISSIONS POLICY

- **Scope**

The Board of Directors 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 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 student). Interpretation and implementation of this Policy has been delegated to the Principal (a record of the Principal's decisions with regard to any visit, event, activity etc. will be maintained to ensure consistency of application of this policy).

- **Requirements**

Charging

1. The Board of Directors reserves the right to make a charge in the following circumstances and for activities organised by the Academy:
 - **School trips and residential in school 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;
 - **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;
 - **Transport:** the cost of transporting students to and from a venue (excluding places that the School has arranged for as a normal place of education, transport to a place prepared for an examination, transport in connection with an educational visit);
 - **Lost school equipment, books etc:** the cost of replacement equipment, books etc. which have been lost or damaged by a student;
 - **Non-registered pupils:** persons who are not registered pupils at the School, for education provided and/or for facilities used by them belonging to the School.
2. The School **will charge** parents in respect of:
 - **Acts of vandalism and negligence:** 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 costs:** If a pupil fails, without good reason, to complete the requirements for a public examination for which a pupil has been prepared by the School, e.g. uncompleted course work and failure to sit an examination, the fee will be recovered from the parent. Parents will be charged for all re-sits. Parents will be

charged in respect of entry to an examination for which the student has not been prepared by the School;

- **Specific admissions:** part-time education for persons over the compulsory school age, full-time education for persons over the compulsory school age or teacher training;
 - **Outside music tuition:** All students study music as part of the National Curriculum and no charge is made for this. A charge may be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a pupil is given the tuition;
 - **Examination re-mark:** Parents will be charged the examination re-marking. Where the new grade exceeds the original then a full refund will be made.
3. Where an organisation acting independently of the School arranged an activity to take place during school hours and parents want their child to attend, such organisations may charge parents.
4. The school **will not charge** parents in respect of:
- education outside of School hours to fulfill public examination requirements or the National Curriculum, including the statutory duties relating to religious education;
 - any students special needs or disabilities requirements.. The School will take reasonable steps to avoid putting children with special needs at a substantial disadvantage.
5. Charges made will not exceed the actual costs incurred.

Remissions

6. Where the parent of a student is in receipt of qualifying state benefit(s) (Appendix A), the Principal 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.
7. The Principal may remit charges in full or in part to other parents after considering other specific hardship cases. The Principal 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 Finance Director.

Insurance

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

Voluntary contributions

9. Nothing in this policy statement precludes the School from inviting parents to make voluntary contributions. Such contributions are voluntary and those children of parents who do not contribute will not be discriminated against. If, however, insufficient contributions are received, the trip may be cancelled. The Schools policy for allocating places on school visits

is a on a 'first come, first served' basis.

Publication

10. Specific requirements in respect of any charges, remissions and voluntary payments will be published on promotional material and application forms in advance of any visit, event, activity etc.

Monitoring, Evaluation and Review

11. The Directors will review this policy at least every two years and assess its implementation and effectiveness.

Acknowledgements: Herefordshire Marches Federation of Academies Charging and Remissions Policy March 2012

- **Amendment Record**

Version #	Date	Amended By	Nature of Change
1	01/09/2012	R Willcocks	Initial publication

Schedule of State Benefits

Proof of receipt of State Benefits is required where parents are in receipt of:

- Income Support Benefit;
- Income-based Jobseeker's Allowance (JSAIB);
- Working Tax Credit;
- Support under the Immigration and Asylum Act 1999.