



# Charging and Remissions Policy

Committee/Person(s) Responsibility: **Principal Finance Officer**

Distribution: **Visible Learning Website**

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Policy written by Sue Robinson and approved at the Trustees Board meeting August 2014. This policy is reviewed every two years.

## Document Reviews

Version	Date	Approved/ Reviewed	Comments	Initial
1.0	July 2014	August 2014		SR
2.0	August 2016	August 2016	Minor changes to language.	SR







# Charging and Remissions Policy

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The Trustees 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.
-  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 a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy Sponsor 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.

- ♥ The cost of essential ingredients or materials for practical subjects will be provided.
- ♥ 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.
- ♥ The Academy will charge an administrative fee (Approximately £10) for the cost in terms of time, equipment and materials for the copy of a student file or related items. In exceptional circumstances this fee may be waived.

## Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Academy Sponsor 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
- ♥ The Academy Sponsor may remit charges in full or in part to other parents after considering other specific hardship cases. The Sponsor 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 Education Fellowship Trust.

### **Insurance**

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

### **Voluntary contributions**

Nothing in this policy statement precludes The Education Fellowship Trust from inviting parents to make voluntary contributions. The Education Fellowship Trust should make clear that such contributions are voluntary and those 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 Trustees will review this policy at least every two years and assess its implementation and effectiveness.

The policy will be promoted and implemented throughout the Trust.