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Charging and Remissions Policy

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Policy Statement

We believe that all our students should have an equal opportunity to benefit from Academy activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

This policy complies with the Education Act 1996, covering the following sections: Sections 402 (obligation to enter pupils for public examinations), 450 – 457 (charges), 459 (regulations about information about charges and school hours) and 460 (voluntary contributions), 461 (recovery of sums as civil debt) – 462 (Interpretation re charges).
http://www.legislation.gov.uk/ukpga/1996/56/contents

Policy Principles

i) The Academy requires no charge for activities or equipment which take place in establishment time, as part of the planned National Curriculum or planned syllabus for a public examination.

ii) The Academy invites parents to make voluntary contributions for funded trips and activities where appropriate to maximise the opportunities for students.

iii) The Academy will charge the full cost (and no more) for activities or equipment used which takes place out of Academy time, and not as part of the National Curriculum or a planned syllabus (optional extras).

iv) Costs incurred by the Academy through parental choice of ownership will be recharged to the parent.

v) Costs incurred by the Academy through the negligence or a deliberate act of a student will be recharged to the parent.

vi) In the case of hardship and families in receipt of Income Support or Family Credit, alternative sources of funding will be sought to support families.

vii) The Academy may charge persons who are not registered students at the Academy's establishments for education provided or for facilities used by them at the establishment.

Policy Procedures

i) Activities, trips and events planning will include a budget plan, which is agreed by the Principal.

ii) Departments where parents may choose to own the items will include a policy statement for charging and remission in their Department Handbook, which is agreed by the Finance Team and the Principal.

iii) Action to recover costs incurred will be led by the Behaviour Policy and taken by the Finance Team.

iv) Charging and remissions will be monitored by the Finance Team.

v) In the case of educational trips and visits, a charge may be made for board and lodgings for pupils in respect of residential activities organised by the Academy deemed to be within establishment hours, except where the activity is part of the National Curriculum, or of a syllabus related to a prescribed public examination.

Where the parents of a student are in receipt of Income Support or Family Credit, the Academy will remit in full the cost of board and lodgings for any residential activity that it organises for the student, if the activity is deemed to take place within establishment hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

vi) Optional extras, ie activities, trips, theatre visits etc will be charged for on the basis of the full costs of travel, tickets, board and lodgings etc, but such charges will not exceed the actual cost to each individual student.

vii) If parents have indicated in advance a wish to own the articles made by their student, ie cookery, needlework, woodwork etc, then a charge may be made.

viii) Parents/carers will be charged for replacement cost for accidental or non-accidental breakages by students, eg windows, laboratory equipment etc and for the replacement costs of defaced, damaged and lost establishment books.

ix) A charge will be made for any examination entry for which the student did not receive tuition in the Academy, or for which examination the Local Governing Body has determined that the students shall not be entered for educational reasons, or the pupil fails to complete any examination requirement. Re-sits may be charged for if no extra tuition has been given by the Academy. Voluntary upgrades of modular examination results will be charged for. If parents seek a re-scrutiny of an examination result, for which the Examination Board makes a charge, this may be passed on to the parents by prior arrangement with the Principal. The charge for a non-prescribed examination may be remitted if this examination is included on an LA approved list.

x) The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Principal in consultation with the Chair of Governors will make authorisation for such remission.