



CHARGING AND REMISSIONS POLICY

This policy was agreed at the Full Governing Body Meeting held on 15th September 2016

Next review due: Autumn Term 2017



Charging and Remissions Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational trips, residential visits and experience of other environments, can make towards students' all round educational experience and their personal and social development.

Charging

The Governing Body accepts the objectives of the charging provisions of the 1988 Act and will charge for those activities permitted by the 1988 Act – these are listed below.

- The costs of board and lodgings on residential visits
- The costs associated with individual or small group tuition in the playing of a musical instrument whether in or out of school hours (unless this is provided as part of the syllabus for prescribed public examination or is required by the National Curriculum).
- The costs of activities which take place wholly or mainly outside school hours (as defined in the legislation), and which are not provided as part of the syllabus for prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.
- The costs of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours.
- The costs of re-sits of prescribed examination where no further preparation has been provided by the school.
- The costs of essential ingredients or materials for practical subjects.
- 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 Governing Body will exercise its right under the 1988 Act to receive voluntary contributions. This will be in the form of a voluntary contribution from parents, collected in the Autumn term. The Governing Body will make it clear in writing that any contribution is voluntary and failure to contribute will not involve the relevant parents' child being treated differently from any other child in the school.



Remission of Board and Lodgings Charges

Students whose parents are in receipt of the following state benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential visits directly relating to the national curriculum. The relevant payments are:

- Income Support
- Income based Jobseeker's Allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by the Inland Revenue) that does not exceed £16,190.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Guarantee element of State Pension Credit

Discretionary Payments

The Governing Body may remit charges in full or in part to families experiencing hardship in payment for school uniform, PE kit, school trips etc. The Governing Body invites parents to apply to the Finance Office with details of their income and family circumstances, for the remission of charges in part or in full. Each case will be considered on its merits and in the strictest confidence by the Business Manager who has delegated authority from the Governing Body to authorise ad hoc payments for financial assistance.

In respect of school uniform, a maximum of £100 can be authorised each academic year as a credit against items from the schools supplier.

Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the school's control
- The Academy deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made

In other circumstances refunds will be at the discretion of the Business Manager.