

## Charging and Remissions Policy

### 1. Introduction

101. The Trust recognises the valuable contribution that the wide range of additional activities, including clubs, out-of-school trips, residential trips 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.)

### 2. Charging

201. The Trust reserves the right to make a charge in the following circumstances for activities organised by the Academy: -

#### 202. Trips

Academy trips and residential trips (all costs)

Activities outside Academy hours (all costs)

#### 203. Materials

A contribution towards the costs of materials purchased by the Academy in relation to items produced by students which will be taken home for personal use.

#### 204. Acts of vandalism and negligence

The Academy reserves the right to recover part or the whole cost of any damage to buildings or equipment which is the result of vandalism or negligence by a student.

#### 205. Examination fees

- i. If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested.
- ii. If, without a medical certificate explaining the reason, a student fails to complete the 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.
- iii. 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.
- iv. If a late exam entry fee is the direct result of actions by a student or parent(s), the Academy may seek to recover the fee from the parent.

#### 206. Music and Vocal Tuition

Although the law states that all education provided during Academy hours must be free, specialist music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, and the teaching is not an essential part of the National Curriculum. Lessons can be for either an individual student or groups of any size appropriate to this lesson and health and safety considerations.

### **3. Remissions**

301. The Trust may remit charges in full or in part to parents after considering financial support applications. The Trust invites parents to apply, in the strictest confidence, for the remission of charges, in part or in full, incurred by their child's Academy. The Head of Academy will authorise remission in consultation with the Chair of the Academy Association.

### **4. Insurance**

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

### **5. Voluntary Contributions**

501. Nothing in this policy statement precludes academies from inviting parents to make voluntary contributions. The Academy should make clear that such contributions are voluntary; that the children of parents who do not contribute will not be discriminated against; and that if insufficient contributions are received, the trip may be cancelled.

### **6. Monitoring, Evaluation and Review**

601. The Trust will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout all academies.