



## **CHARGING AND REMISSIONS POLICY**

### **1. Introduction**

#### **1.1 Purpose of Policy**

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

#### **1.2 Definitions**

The school day is defined as 08.30 to 15.15. The lunch break does not form part of the school day. If a student has a 'Period 3' on their timetable, the school day for them will finish at 16.30 on the day(s) in question.

#### **1.3 Responsibilities**

The Principal will ensure that staff are familiar with and correctly apply the policy.

### **2. Educational Activities for full-time students**

#### **2.1 Guiding Principle**

During the Academy day, all activities that are a necessary part of the National Curriculum (with the exception of musical instrument tuition), plus Religious Studies, will be provided free of charge. This includes any materials, equipment and transport where applicable.

#### **2.2 Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs – e.g. field trips. If these are a necessary part of national curriculum studies, no student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available overall, then it may be necessary to review the activities offered.

### **2.3 Calculating of Voluntary Contributions**

The rate of voluntary contributions requested for necessary educational activities will be no more than the total costs of the activity (see 3.3 below) divided by the number of participating students.

## **3. Optional Activities for full-time students**

### **3.1 Charging for optional activities**

On occasion, students may be offered the opportunity to participate in optional activities which do not form a necessary part of the national curriculum, but which may either enrich their learning or have a pastoral purpose. If there are expenses associated with these activities, then the school will normally charge for participation.

### **3.2 Hardship**

In cases of hardship, financial support for participation in optional activities will be at the discretion of the Governors and/or Principal. Any applications for support must be made to the Principal in writing.

### **3.3 Calculating Charges**

When charges are made for any optional activity as defined above, they will be based on the actual costs incurred divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. Where applicable, costs incurred will include:-

- Cost of supply teacher cover in the Academy for participating teachers
- Transport costs
- Admissions charges
- Fees for external facilitators / speakers

Costs may also include:-

- Refreshments
- Equipment hire
- Any other relevant costs associated with the activity

## **4. Out-of-hours Activities**

### **4.1 Definition of out-of-hours activities**

The Academy will provide opportunities for students, parents and members of the wider community to participate in a range of activities.

### **4.2 Charging for out-of-hours activities**

Where activities are not fully funded by external sources, the Academy reserves the right to charge an appropriate fee for participation.

## **5. Examination Fees**

### **5.1 Charges for Examination Fees**

The Academy will not charge for public examinations offered to full-time students as a part of the national curriculum *unless*:

- The examination is not one normally offered by the school.
- The student fails without good reason to complete the requirements of the examination (e.g. coursework).
- The student fails without good reason to attend the examination.
- The student has previously sat the examination but wishes to re-take to improve their grade. NB. This will not apply if re-takes are at the recommendation of the school.

## **6. Loss of / Damage to Academy Property**

### **6.1 Charges**

If Academy property is lost or damaged as a result of student misbehaviour and/or negligence, parents may be asked to meet all or part of the cost of replacement. In such cases, the charge made will be calculated in consultation with the student's Year Leader or other appropriate senior staff who have knowledge of the child and of the incident concerned.