



CHARGING AND REMISSIONS POLICY



CHARGING AND REMISSIONS POLICY



CHARGING AND REMISSIONS POLICY

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the academy to carry pupils between the school and the activity. 'School hours' are those when the academy is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Exceptions

There are exceptions to the rule about not charging for activities in school hours. Charges will be made for teaching either an individual pupil, or small groups of pupils, to play a musical instrument if the teaching is not part of either the Academy's Curriculum or a public examination syllabus being followed by the pupil.

The academy may also charge for:

- any materials, books, instruments, or equipment not required as part of the academy's curriculum, where the child's parent wishes him to own them;
- education provided outside of school time that is not:
 - a) part of the Academy's Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.



CHARGING AND REMISSIONS POLICY

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

In case of financial difficulty parents should contact the academy.

Residential Activities

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and lodging.

Pre-school or after-school Activities

Parents may be required to make a contribution towards the costs of facilitating After School Activities or breakfast clubs. School will endeavour to keep these costs to a minimum and to ensure best value is achieved. Pupils in receipt of free school meals may qualify for a reduction in these charges.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of academy equipment on loan to children, the Academy may decide to make a charge. Each incident will be dealt with on its own merit and at the academy's discretion.

Charges for use of the academy premises

This is dealt with separately in the academy's lettings policy.