



## Charging and Remissions Policy

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## Charging and Remissions

### 1. Introduction

- 1.1 The Federation 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.

### 2. Definitions

- 2.1 Throughout this policy, the term "parents" means all those having parental responsibility for a child.

### 3. Charging

- 3.1 All charges for income of any nature must be made either through ParentPay or Central Services (Finance) by the Finance Officer responsible for raising invoices.
- 3.2 The Governing Body of each Academy reserves the right to make a charge in the following circumstances for activities organised by the school:
- i. *School trips and residential in school time:* contribution towards the board and lodging element of the residential experience and outdoor pursuit courses;
  - ii. *Activities outside school hours:* the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras. The academy reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions;
  - iii. *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;

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- iv. *Acts of vandalism and negligence:* the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- v. *Examination fees:*
  - If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
  - If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.
  - Where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.
  - For extra-curricular examinations.
  - Where persons who are not registered pupils at the Academy for education provided (there may also be charges for facilities used by them while at the Academy);
- vi. *Music Tuition:* The academy can charge for individual tuition in the playing of a musical instrument, including vocal tuition, whether in or out of academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. Any such tuition must be delivered at the request of the parents/carers and the fee charged must not exceed the cost of provision;
- vii. *Community Use:* The academy may let out its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs;
- viii. *Optional Extras:* charges may be made for costs relating to optional extras as defined in the Appendix.

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#### 4. Remissions

- 4.1 Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body of each Academy may remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 4.2 The Governing Body of each Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body of each Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Local Chair of Governors.

#### 5. Insurance

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

#### 6. Voluntary contributions

- 6.1 Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.

#### 7. Monitoring, Evaluation and Review

- 7.1 The Mossbourne Federation will review this policy at least every two years and assess its implementation and effectiveness.

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## Appendix Optional Extras

- 1.1 Charges may be made for some activities that are known as “optional extras” and include:-
- i. Education provided outside of Academy time that is not:
    - Part of the National Curriculum;
    - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or
    - Part of religious education.
  - ii. Examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the Academy;
  - iii. Transport that is not required to take the pupil to Academy, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- 1.2 In calculating the cost of optional extras an amount may be included in relation to:
- i. Board and lodging for a pupil on a residential trip;
  - ii. Any materials, books, instruments, or equipment provided in connection with the optional extra;
  - iii. Non-teaching staff;
  - iv. Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra and/or
  - v. The costs or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- 1.3 Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It may not

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- 1.4 therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- 1.5 Furthermore, in cases where a small proportion of the activity takes place during Academy hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential trip.
- 1.6 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 prerequisite for the provision of an optional extra where charges will be made.
- 1.7 Parents/carers will be notified in advance of any such activities and their estimated costs. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made.
- 1.8 Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an "optional extras" and only board and lodging charges will be made.

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