



# Charging and Remissions Policy

Statutory Policy

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For public viewing

Link to other policies:

- School Debt Management Policy
- Educational Visits Policy



## **CONTENTS**

1. RATIONALE.....	3
2. ADMISSION TO THE ACADEMY .....	3
3. EDUCATION IN SCHOOL HOURS.....	3
4. RESIDENTIAL ACTIVITIES .....	3
5. VOLUNTARY CONTRIBUTIONS .....	3
6. INGREDIENTS OR MATERIALS .....	3
7. UNIFORMS .....	3
8. PUBLIC EXAMINATIONS.....	4
9. MUSICAL INSTRUMENTS.....	4
10. PE OPTIONS .....	4
11. LOSS OF, OR DAMAGE TO, SCHOOL PROPERTY.....	4
12. BOOKS OR EQUIPMENT WHICH ARE DESIRABLE, BUT NOT ESSENTIAL .....	4
13. PRIVATE TUITION OR ACTIVITIES OUTSIDE SCHOOL HOURS .....	4
14. AFTER SCHOOL TUITION .....	4

## **1. Rationale**

The Governing Body is required to draw up a statement of general policy on the circumstances under which charges are made to parents. This policy will be reviewed annually in the Autumn Term.

## **2. Admission to the Academy**

No charge is made for a child's admission to the Academy.

## **3. Education in School Hours**

No charge is made for education provided during school hours. "School hours" are those when the Academy is actually in session and do not include the lunchtime break. If most of the time spent on a non-residential out of school activity is in school hours, no charge is made for the activity.

## **4. Residential Activities**

If the Academy organises a residential visit in school time or mainly school time (defined as more than 50%), which is to provide education directly related to the National Curriculum, no charge is made for the education element. If there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. For activities which take place largely out of normal school hours, the costs of hiring trained staff for specialist activities will be charged in addition to board lodgings, insurance and transport.

## **5. Voluntary Contributions**

The Academy does not make a charge for school time activities falling within the National Curriculum. For activities falling outside the National Curriculum, the Principal, or an authorised member of staff, may suggest voluntary contributions from parents to supplement the curriculum. Such requests will make it clear that contributions are voluntary and that children of parents who do not contribute will not be treated differently from other children except that equipment cannot be removed from the Academy premises, for example in the case of iPads. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no other way to make up the shortfall, then it will be cancelled if alternative solutions cannot be reached.

## **6. Ingredients or Materials**

Ingredients or materials for items to be made in the Academy, the Principal or a member of staff acting on his behalf may invite parents to provide or pay for ingredients or materials for items to be made in the Academy and subsequently taken home.

## **7. Uniforms**

Pupils are required to wear Academy uniform, particulars of which are given in the Academy prospectus. The whole cost of uniform is to be met by parents.

## **8. Public Examinations**

No charge is made for entering pupils for public examinations that are set out in government regulations and for which pupils have been prepared in the Academy. However, an entry fee is recharged to parents if, without good reason, a pupil fails to complete the requirements of any public examination. The fee for remarking is recharged to parents where the request is made by them rather than the school. In the case of resits, the fee is recharged to parents plus a charge of £5.00 per module as a contribution towards the Academy's administrative costs.

## **9. Musical Instruments**

A charge is made for musical instrument tuition provided as part of the Saint Wilfrid's Music School.

## **10. PE Options**

In the upper unit, the PE department runs an options scheme. Whilst the majority of options are free, parents may wish to enrol their child on an option that incurs a cost. From time to time the PE Learning area undertake fundraising events (often involving sponsorship) in order to provide resources for a teaching assistant who will assist with teaching, extra-curricular provision and administrative support.

## **11. Loss of, or damage to, school property**

The Academy will expect parents to cover the cost of Academy property lost or damaged as a result of the action of the pupil concerned.

## **12. Books or Equipment which are desirable, but not essential**

The Principal or a member of staff acting on his behalf may, from time to time, recommend the purchase of books or equipment which may be helpful to pupils. Such purchases are voluntary and items will remain the property of parents.

## **13. Private tuition or activities outside school hours**

Where a member of staff agrees with parents to provide private tuition or activities outside school hours, such an arrangement is regarded as being outside the school's responsibility and costs are a matter for agreement between the parties concerned.

## **14. After School Tuition**

A charge may be incurred for after school tuition.