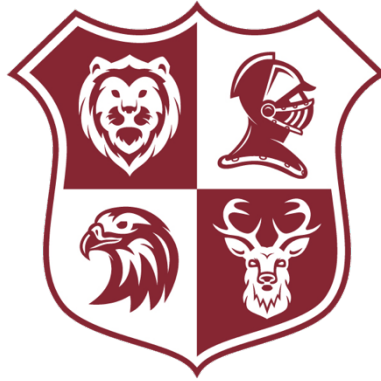


Charging and Remission Policy



STATUTORY / NON-STATUTORY	STATUTORY
MEMBER OF STAFF RESPONSIBLE	CFO
DATE APPROVED BY HEAD/SLT	May 2023
TRUSTEE OR COMMITTEE RESPONSIBLE	GP
DATE OF FULL BOARD OF TRUSTEE APPROVAL	May 2023
REVISION DUE DATE	May 2024

Table of Contents

TABLE OF CONTENTS	2
INTRODUCTION.....	3
PROHIBITED CHARGES	3
PERMITTED CHARGES	3
VOLUNTARY CONTRIBUTIONS	3
PRINCIPLES	4
LETTINGS.....	4
REMISSIONS	4
REVIEW OF THIS POLICY	4

Introduction

This policy is intended to:

- provide clarity as to when the Academy can make a charge to parents, or ask them to make a voluntary contribution, towards the cost of activities, visits, residential trips and associated costs, and other items such as books, materials, instruments and equipment, examination entry fees and the repair / replacement of property.
- provide clarity as to when parents may be eligible for statutory remission of the cost of board and lodging on educational residential visits or for discretionary remission of some or all the cost of an activity, trip, non-educational residential visit, or other item.

Prohibited Charges

- No charge will be made for national curriculum and related activities during school time.
- No charge can be made for the cost of making alternative provision for pupils remaining in school when an activity, trip or residential visit takes place out of school.

Permitted Charges

This academy is permitted to make the following charges:

- The cost of activities, trips and residential visits provided wholly or mainly outside school hours (i.e., 'optional extras'), including (but not limited to):
 - Activities
 - transport (including the proportionate cost of transporting pupils in the Academy's own vehicle).
 - buildings and other venues.
 - entrance fees.
 - board and lodging (on residential visits).
 - insurance
- the cost of instrumental lessons to individuals or small groups
- the cost of entry to an examination (prescribed or otherwise) for which the pupil has not been prepared by the academy.
- the cost of repair or replacement of property belonging to the Academy which is, in the Academy's reasonable determination, carelessly lost or wilfully damaged or destroyed by the pupil.

Voluntary Contributions

The academy may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There will be no obligation for parents to contribute and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The academy will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Principles

A voluntary contribution may be requested for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity based on non-contribution.

Flexible hire charges will be adopted to encourage the use of school facilities by community groups.

Lettings

A special arrangement with Waterside Gymnastic Club applies to use of the Gymnasium. Copies of current charges for lettings and hire are available from the school office.

Remissions

The trustees may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges.

Review of this Policy

This policy will be reviewed every three years or sooner as necessary due to any changes in relevant legislation or procedures.