

Charging and Remissions Policy

Trustee Body Sub-Committee responsible for review:	Finance
Trustee Body Sub-Committee Approval Date:	Sep 2015
Review Date:	Nov 2018

The academy policy on charging for activities aims to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

Education provided wholly or mainly during normal academy hours (not including break times) is free of charge.

Parents may be asked to make a voluntary financial contribution to activities and visits that take place wholly or mainly during normal academy hours. Correspondence to parents/carers will clearly state that the contribution is not compulsory and the children of parents/carers who do not contribute will not be discriminated against.

The Academy will usually charge for optional activities:

- taking place wholly or mainly outside of normal academy hours
- not forming part of the National Curriculum
- not forming part of a syllabus towards a prescribed public examination.

Examples:

- the cost of board and lodgings on residential visits
- private instrumental tuition
- optional extra-curricular activities

Academy Trips Abroad

Educational trips abroad are always voluntary and parents will be expected to meet the full cost.

Residential Visits

The Academy will charge for board and lodgings and will ensure that the charge does not exceed the actual cost. This is with the exception of students whose parents are receiving:

- Universal Credit in prescribed circumstances
- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed the published threshold)
- An income related employment and support allowance.
- The guarantee element of State Pension Credit

Parents have the right to claim free board and lodging if they are receiving these benefits.

Day Outings

Parents/carers may be asked for a voluntary contribution to cover day visits arranged for individual classes. However no child will be prevented from taking part in the outing because parents/carers are unwilling or unable to pay. However, without sufficient contributions the activity may have to be cancelled.

Clothing

It is the responsibility of the parents/carers to pay for the academy uniform and to apply for LA clothing grants if applicable.

The academy will supply essential protective clothing when necessary e.g. safety goggles.

Ingredients/Materials for practical subjects

Normally all ingredients and materials will be provided by the academy. However in cases where a student or parent has indicated a desire to own the finished product, a small charge may be made.

Field Courses

The academy will charge for board and lodging for those students involved in field trips. In addition, voluntary contributions may be requested to cover the cost of travel.

Damage/Loss of Equipment

A charge may be made for damage or loss caused by a student. This will be at the Headteacher's discretion.

Examination Fees

The Headteacher has the delegated responsibility to decide whether students are entered into particular examinations. Students are not charged for exams for which they are prepared in the academy although the right is reserved to charge parents if a student is withdrawn or fails to attend an examination without good reason.

EQUALITY IMPACT AUDIT AND ACTION PLAN

Put X in the PLUS column to indicate if you judge that the policy has a positive impact on a group.

Put X in the neutral column to indicate if you judge that the policy has a neutral impact on a group.

Put X in the MINUS column to indicate if you judge that the policy has a negative impact on a group.

In making a judgement *due regard* has been paid to the requirement to:

- i. Eliminate unlawful discrimination, harassment and victimization
- ii. Advance equality of opportunity
- iii. Foster good relations

PROTECTED CHARACTERISTICS		PLUS	NEUTRAL	MINUS	ACTION
1	Age		X		
2	Disability		X		
3	Gender Reassignment		X		
4	Marriage and Civil Partnership		X		
5	Pregnancy and Maternity		X		
6	Race		X		
7	Religion or Belief		X		
8	Gender		X		
9	Sexual Orientation		X		
Other					