



CHARGING & REMISSIONS POLICY

Date Approved by KA Governing Body:		
Chair of Governors Signature	M Farley	
Acting Principal's Signature	S Pountain	
Review Date:		March 2016 (Approval Pending)
Next Review Date:		March 2017

CHARGING AND REMISSIONS POLICY

1. INTRODUCTION

As a general rule, the Academy makes no charge for activities or equipment, but invites parents to make voluntary contributions in certain circumstances. When writing to parents, staff will make clear that there is no obligation to pay for activities or equipment. In certain circumstances it may be that the activity could not go ahead unless all parents who were able to contribute, were willing to do so.

2. INGREDIENTS AND MATERIALS FOR FOOD TECHNOLOGY AND CDT

In respect of the above, a charge may be made if parents have indicated in advance a wish to own the articles made by their student, i.e. cookery, needlework, woodwork etc.

3. DAY TRIPS AND NON - RESIDENTIAL ACTIVITIES

Optional extras, i.e. trips, theatre visits etc., mainly out of Academy hours, will be charged for on the basis of the full costs of travel, tickets, board and lodging etc, but such charges will not exceed the actual cost to each individual student.

4. RESIDENTIAL TRIPS

A charge may be made for board and lodgings for students in respect of residential activities organised by the academy deemed to be within Academy hours. Except here the activity is part of the National Curriculum, or of a syllabus related to a prescribed examination.

Where the parents of a student are in receipt of Income Support or Family Credit, the Academy will remit in full the cost of board and lodging for any residential activity that it organises for the student, if the activity is deemed to take place within Academy hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

5. OPTIONAL EXTRAS

Activities outside Academy hours and not part of the curriculum are regarded as optional extras. Charges may be made for these.

6. DAMAGES/LOST EQUIPMENT

Parents/guardians and staff will be charged for replacement cost for accidental or non-accidental breakages, e.g. windows, laboratory equipment etc.

Parents/guardians and staff will be charged for the replacement costs of defaced, damaged and lost Academy equipment.

7. EXAMINATIONS

A charge will be made for any examination entry for which the student did not receive tuition in the Academy, or for an examination in which the Governing Body has determined that the student shall not be entered for educational reasons.

Re-sits may be charged for if no extra tuition has been given by the Academy.

Voluntary upgrades of modular examination results will be charged for.

If parents seek a re-scrutiny of an examination result, for which the Examination Board makes a charge, this may be passed on to the parents by prior arrangement with the Principal. The charge for a non-prescribed examination may be remitted if this examination is included on an L.E.A. approved list.

8. VOLUNTARY CONTRIBUTIONS FROM PARENTS

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents/guardians to make a voluntary contribution towards the cost of additional activities that take place in Academy time.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Principal in consultation with the Chair of Governors will make authorisation for such remission.