



Policy adopted on: 1st September 2018
Date of review: September 2019
Responsible person: Business Manager

Charging & Remission Policy

Education provided during the normal school day is free. This includes basic materials, equipment and transport provided in school hours to transport students between school and a curriculum activity. In some curriculum areas, parents may be asked to provide specialist equipment eg. Football boots

Public Examinations

No charge will be made for entering students for public examinations for which they have been prepared by the academy. The academy reserves the right to charge an examination entry fee if an examination is not on the set list or a student fails without good reason to complete the requirements of a public examination.

No charge will be made for preparing a student for an examination, unless the tuition takes place outside school hours for an examination that is not set out in the curriculum

Musical Instrument Tuition

The school has the right to charge for teaching an individual student or groups of up to four to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the student.

Residential Visits

Parents will be expected to pay for board and lodgings on residential courses, unless they are in receipt of Support to be discussed with the Principal.

Transport to Work Experience

Parents will be expected to pay for transport, unless a student has an Education Health and Care Plan that refers specifically to the provision of transport.

Activities Not Run by the Academy

When an external organisation arranges an activity during school hours, the organisation may charge parents. Parents must ask the academy to agree to their child(ren) being absent as they would in the case of a family holiday.

Vandalism

Where a student commits an act of vandalism against school property (building or contents), parents will be issued with an invoice for the higher of the following:-

- the actual cost of repair/replacement

- £100.00

Voluntary Contributions

The school may, from time to time, invite parents and others to make voluntary contributions towards and activity that is not curriculum based. The students of parents who do not contribute will not be treated any differently.

If an activity relies on help from parents this will be explained at the planning stage and if there are insufficient contributions to make the activity possible, the activity will be cancelled. No student will be left out of an activity because his/her parents are unable or unwilling to contribute.

Telephone Charges

Where staff make private telephone calls, they will be charged in accordance with the following:-

Local calls	Free
Long-distance calls	Actual cost (if cumulative total in quarter more than £1.00)
Calls to mobiles	Actual cost (if cumulative total in quarter more than £1.00)