



# Charging & Remissions Policy

## **Introduction**

In light of experience and best practice, the effectiveness of this policy will be monitored and reviewed annually. This mechanism recognises that changes in legislation may prompt a review of the policy before the review stipulated.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff, partners and volunteers to share this commitment.

This policy applies to all activities undertaken by the Academy in pursuing its purpose as an educational institution whilst serving its students, community and wider stakeholder interests.

All policies are subject to Equality Impact Assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion or sexual orientation.

If you require this document in an alternative format and/or language, please contact our Executive Support Officer, Mrs Christine Connolly.

We are always keen to hear suggestions regarding Academy policies.

To make suggestions or to see further information please contact:

### **Executive Support Officer**

Telephone: 01207 507001  
Email: [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk)

## **Footnote**

In an effort to keep costs to a minimum, a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on the Website/VLE.

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## 1. Principle

The Local Governing Bodies of Academies within the New College Durham Academies Trust (NCDAT) recognises the valuable contribution that the wide range of activities, including clubs, out of Academy trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy the term "parents" means all those having parental responsibility for a child).

### Information and Background

The Academies will not charge for the following:-

- admission to the Academy;
- education provided during Academy hours, including the supply of any materials, books, instruments or other equipment;
- education provided outside Academy hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education;
- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- entry for a prescribed public examination if the student has been prepared for it at the Academy;
- examination re-sit (s) if the student is being prepared for the re-sit (s) at the Academy;
- where there is a large number of candidates with results that are unsatisfactory in a specific subject, and Principal supports the request, the Academy will pay for an appeal;
- transport costs during Academy hours, including transporting registered students to other premises where the governing body or local authority has arranged for students to be educated and transport that enables a student

to meet an examination requirement when he has been prepared for that examination at the school.

Charges/voluntary contributions will be applied as detailed below.

## **2. Voluntary Contributions**

Parents will be asked for voluntary contributions for Academy trips during academy time where they are being used to enrich and support the curriculum, e.g. coursework/ controlled assessment. If the activity cannot be funded without voluntary contributions or the Academy cannot fund it from an alternative source then the trip will be cancelled. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the trip.

## **3. Residential Courses in Academy Time**

Where an Academy activity involves students being away from home for the night, parents will be asked for voluntary contributions for board and lodging. Any charges will not exceed the actual cost of providing the board and lodging. Activity trips will be reliant on these contributions if they are to continue; more on this matter is included in the separate Trips Policy. Parents will be advised that the Governors will remit charges if parents are in receipt of Free School Meals, Income Support, Income based Employment Support Allowance and Child Tax Credits.

## **4. Activities outside Academy Hours and not part of the normal Curriculum**

Activities which take place wholly or mainly outside Academy hours (i.e. at least 50% outside Academy time) and which are based on parental choice, will be charged to parents. Participation is on the basis of entry criteria (see Educational Visit Policy), parental choice and willingness to meet the cost. Agreement of parents is a necessary prerequisite for this provision and contributions will be required. The Academy reserves the right to refuse any student a place if the criteria for that trip is not met or the students' (or that of others) safety cannot be

reasoning assured.

## **5. Individual Music Tuition**

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during Academy hours. Parental agreement and a signed contract will be obtained before the tuition is provided. Parents will be advised that the Governors will remit charges if parents are in receipt of Free School Meals, Income Support, Income based Job Seekers Allowance or Family Tax Credits.

## **6. Dual Examination Entries**

Where the preparation provided by the Academy would enable a student to take two or more alternative examinations in syllabuses for prescribed public examinations, the Academy may charge for second and subsequent entries.

## **7. Extra Examination Entries and Results without Tuition**

Where the Local Governing Body agrees to enter a student for a prescribed public examination for which he or she has not been prepared by the Academy, the cost of the entry will be passed on to the parents. Where further preparation is provided to a student to re-sit an examination, no charge will be made.

## **8. Wasted Examination Entries**

Charges will be made to parents except in the case of certificated illness or at the Principal discretion in substantiated exceptional circumstances.

## **9. Exam Re-Sits**

All exam re-sits for students attending the Sixth Form will be paid for by parents, except GCSE re-sits. In exceptional circumstances only, where parents are experiencing financial hardship, the Academy may help with payment, but this would be at the discretion of the Principal.

## **10. Ingredients or Materials for Practical Subjects**

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Local Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

## **11. Academy Equipment, Books etc.**

Parents will be expected to replace or pay for the cost of lost items of Academy property. Breakages and Damage to Academy Buildings, Furniture or Property must also be paid for by parents. Parents will be charged for damage caused as a result of a student's inappropriate behaviour.

Parents will be expected to pay for the cost of materials, books, instruments or equipment where the child's parent wishes him/her to own them.

## **12. Optional Extras**

Optional charges may be levied for resources which are outside of the normal curriculum resources. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments or equipment. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity divided by the number of students willing to participate. It will not therefore include an element of subsidy for any other students wishing to

participate in the activity whose parents are unwilling or unable to pay the full charge.

The charge can include an appropriate element for:

- the materials, books, instruments and other equipment needed;
- the student's board and lodging costs;
- the student's travel costs;
- the cost or an appropriate proportion of the costs for engaging teaching staff/support staff specifically for that activity
- entrance fees to museums, theatres etc.;
- Insurance costs.

### **13. Voluntary Contributions**

These may be requested for any activity, whether during or outside Academy hours, residential or non-residential. The following conditions will be applied for voluntary contributions:

- there is no restriction placed on the use which can be made of such contributions;
- there will be no obligation to contribute;
- students will not be treated differently according to whether or not their parents have contributed;
- if any activity/visit cannot be funded without certain voluntary contributions and if these indicated contributions are no forthcoming the activity will be cancelled.



#### 14. History of Policy Reviews

Implementation Date	September 2016
1 <sup>st</sup> Review Date	September 2018
2 <sup>nd</sup> Review Date	May 2019
3 <sup>rd</sup> Review Date	September 2020
Next Review Date	September 2021