




CHARGING AND REMISSIONS POLICY

September 2023

Responsibility	Head Teacher
Date of next review	01/09/2024

Signed: 
Chair of Finance & HR Committee

Date: 15.08.2023

Signed: 
Head Teacher

Date: 15.08.2023

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PURPOSE

This policy has been written with consideration and in accordance with the guidance on '*Charging for School Activities*': *Department for Education: May 2018* and describes the circumstances in which charges may be made for activities relating to the educational and pastoral experiences offered to pupils attending The Aspire Academy.

BACKGROUND

The Governing Body of the Aspire Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupil's education and personal development. The Governing Body will ensure provision of these activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The law states that Governing Bodies **cannot** charge for:

- Education provided during school hours, including the supply of materials, books, instruments, and other equipment (charges are permissible where the pupil's parent/carer wishes him/her to own such items).
- Education provided outside of school hours if it is part of the national curriculum.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parent/carer.
- Entry to public examinations (including re-sits) if the pupil has been prepared for it at school.

AIMS

The charging and remission process aims to:

- Ensure that school activities are accessible to pupils regardless of family income.
- Provide activities to take place at a minimum cost to parents/carers, pupils and the school and acknowledge the cost of such activities in the school's budget.
- Respond to the wide variations in family income whilst not adding unexpected burdens to the school budget.

PROCESS

The Aspire Academy aims to provide a full range of activities which will enrich the experience of all pupils attending the school. This forms part of our curriculum planning which is linked to our annual budget and identification of specific resources required to meet need. To ensure good value for money and enhancement of the educational and personal experience the following factors may be considered:

- The value of certain activities in relation to the needs of the pupils.
- The cost of the activity set against the educational value.
- How the activity will be paid for.
- The appropriate use of funds from the school budget available to support activities.
- An assessment of whether the educational aims can be met in any other way.
- The nature of the various types of activities involved e.g., educational visits, materials for practical work etc.
- Due consideration given to additional or hidden costs e.g., pocket money, lunch etc.
- An assessment of local facilities.

The Governing Body will decide for which activities the school may seek a voluntary contribution towards the costs.

CHARGES AND REMISSIONS

The Governing Body may wish to remit in full or in part the cost of activities for certain groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited to discuss the remission of charges, in full or in part and in confidence with the Head Teacher. The Head Teacher in consultation with the Chair of the Governing Body, may make authorisation for such remission.

No student will ordinarily be omitted from participating in an activity because their parents/carers cannot or will not contribute towards the cost of an activity.

The Academy reserves the right to make a charge in the following circumstances for activities organised by the school:

- **RESIDENTIAL ACTIVITIES**

The full cost to each student of board and lodging. In cases of hardship, the Head Teacher, as described above, has discretion to waive some of, or all, these charges.

A similar entitlement applies where the trip takes place outside of school hours, but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education.

- **ACTIVITIES OUTSIDE SCHOOL HOURS**

The Academy may charge the full cost to each student of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

- **INDIVIDUAL INSTRUMENTAL TUITION**

The Academy may charge the full cost to the student for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

- **EXAMINATION FEES**

Where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether prepared by the school or not.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parents/carers.

The Governing Body may refuse to pay for a student to enter an examination on the grounds that they are extremely unlikely to meet the standards required by the Examination Board. If, in the event, the student subsequently passes the examination a full refund will be given.

VOLUNTARY CONTRIBUTIONS

For practical subjects, the Governing Body may request a contribution towards resources, ingredients, and materials, or require them to be provided if the parents/carers have indicated in advance that they wish to own the finished product.

BREAKAGES/DAMAGE/LOSS

Any pupils breaking, damaging, defacing equipment or any part of the school premises may be asked to pay a contribution towards the cost of repair. Charges may also be made for any equipment, books or replacement locker keys lost by pupils to enable replacements to be obtained.

USE OF BUILDING/RESOURCES

Please see Lettings Policy

STAFF

Staff are required to reimburse the school 'at cost' for the personal use of its resources, e.g., use of school vehicles, postage, reprographics etc.

Further details can be found in the Department of Education's document '*Charging for School Activities*'.