

# Cliff Park Ormiston Academy

## Charging and Remissions Policy

**Date adopted:** September 2023

**Next review date:** September 2024

### Policy Version Control

Policy prepared by	S Sorrento
Responsible committee	Finance

## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips 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.)

## Purpose of the charging Policy

- To ensure that all staff and parents are aware of the charging procedures
- To make the programme of activities and trips accessible to as many pupils as possible

## Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the academy:

1. **School trips and residential trips in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
2. **Activities outside academy hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
3. **Materials:** the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
4. **Music tuition:** individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
5. **Acts of vandalism and negligence:** The Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
6. **Examination fees:** If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

## Remissions

Where the parent of a student is in receipt of qualifying benefit(s), the Governing Body will remit in full the cost of board and lodgings for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or full. The Principal will authorise remission in consultation with the Chair of Governors.

## Insurance

Any insurance costs will be included in charges made for trips or activities.

## Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.