



CHARGING AND REMISSIONS POLICY

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Chair signature	
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INTRODUCTION

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.
2. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.

CHARGES

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

1. Academy Journeys in Academy Hours

The board and lodging element of the following residential activities deemed to take place within Academy hours:

- a) Educational visits.
- b) Possible activity courses deemed to be relevant to the curriculum.

2. Activities outside Academy Hours

The full cost to each student of the following activities deemed to be optional extras taking place outside Academy.

- a) Residential holidays (e.g. ski-ing trip - Spring half term, Easter holidays).
- b) Theatre, cinema and other evening excursions.
- c) 'Activity' holidays outside the Academy curriculum.
- d) Academy plays and concerts.
- e) Academy discos.
- f) Lunchtime and after Academy activities, for which a charge is required.

3. The cost to the student for which a charge is required

Governors decide on a charge per instrument/vocal tuition per term which is reviewed annually during the summer term (in consultation with the Head of Music).

Charges will not be made in the following circumstances:

- a) where a student is in receipt of (or registered for) free school meals or is a child in care
- b) where the child receives IS or IBSA in their own right
- c) ever 6 Pupil Premium Funded Students will be required to make a contribution on an individual basis
- d) other exceptional circumstances not falling within the criteria listed above

4. The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:
 - a) Key deposits for individual lockers;
 - b) materials and ingredients provided parents have already agreed to own the finished product.
5. Exam Fees
 - a) Where a student has not been prepared for a public examination by the Academy, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents.
 - b) If a student fails without good reason to complete the examination requirements for any public examination for which the Academy has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.
6. General
 - a) If a student makes use of transport not provided by the LA or Academy to travel direct from home to an activity sanctioned though not provided by LA or Academy then parents may be asked to pay the cost of such travel e.g. Work Experience.
 - b) The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
 - c) Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

REMISSIONS

1. Where the parents of a student are in receipt of (i.e. eligible for free school meals);
 - Income Support
 - Income based Job Seeker's Allowance
 - Income related Employment and Support Allowance
 - Guarantee element of State Pension Credit
 - Child Tax Credit but **no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
 - If you are supported under Part VI of the Immigration and Asylum Act 1999
 - Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
 - Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

the Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the student if the activity is deemed to take place within the Academy hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.
2. Pupil Premium funded Students will be considered on an individual basis
3. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Principal.