

SANDYE PLACE ACADEMY Charging & Remissions Policy

Statement Document History

Issue	Date	Comment
1.00	Sep 2005	Approved by the Governing Body
1.01	Oct 2007	New format approved by Governing body
1.02	Oct 2008	Approved by Policies committee Approved by the Governing Body
1.03	May 2011	Academy update approved by Governing Body
1.10	March 2013	Approved by the Governing Body
1.11	October 2015	Approved by Board of Trustees
1.12	December 2017	Ratified by Board of Trustees
1.13	July 2018	Ratified by Board of Trustees

1. Introduction

Every Academy must have a Charging & Remissions Policy.

2. Objective

The objective of this policy is to provide quality free education but make some appropriate charges where applicable.

POLICY: To provide education free of charge to all registered pupils if it takes place during Academy hours.

To charge for optional extras at an appropriate and reasonable rate.

To make a charge to cover Board & Lodging costs where an Academy activity involves pupils in nights away from home.

To exempt those pupils whose parents are in receipt of applicable benefits from any Board & Lodging charge relating to a residential visit which forms part of a prescribed public examination or to fulfil the National Curriculum.

At the discretion of the Principal, exempt charges for pupils whose families are experiencing financial difficulties.

Monitoring & Review

This policy statement and the implementation procedures for Governors are the responsibility of the Governing Body's Finance Sub-Committee and is authorised by the Governing Body of the Sandye Place Academy Trust.

The attaching implementation procedures for staff are the responsibility of the Principal but will be monitored by the Finance Committee.

The Policies Committee will review the policy statement as appropriate under changing circumstances and at least as designated above.

SANDYE PLACE ACADEMY CHARGES & REMISSIONS POLICY

NOTES & IMPLEMENTATION PROCEDURES

1. Optional Extras

Where education takes place outside Academy hours and is not required as part of:

- a prescribed public examination
- the National Curriculum
- religious education

such education is an “optional extra” and charges may be made.

a. Charges will be made for optional extras and may include the following:-

- a pupil’s travel costs
- a pupil’s board and lodging costs
- Materials, books, instruments or other equipment
- Non-teaching staff costs
- Timetable adjustment costs
- entrance fees to museums, castles, theatres, etc.
- insurance costs

b. The charge levied for each optional extra will not exceed the total cost of the activity. The amount of any charge will be determined on the basis of the cost of each individual pupil participating in the activity.

2. Voluntary Contributions

a. The existence of policies on charging and remission of charging does not prohibit voluntary contributions being sought for the benefit of any other academy activity.

b. Whilst the Academy will request voluntary contributions, parents are not obliged to contribute and registered pupils at the academy will not be treated differently according to whether their parents have made any contribution. However, as indicated earlier, activities may not take place if parents are reluctant to offer their support.

