



## **Charging and Remission Policy**

Date adopted: April 2018      Next review date: April 2021

# CHARGING AND REMISSIONS POLICY

## Preamble

It is the right of every student to receive free academy education and activities offered wholly or mainly during normal teaching time. These must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides academies with the discretion to charge for optional extras (provided wholly or mainly out of academy hours, and to invite voluntary contributions for the benefit of the academy or in support of any activity organised by the academy, whether during or outside academy hours), the academy will always take particular account of students whose families are suffering financial hardship.

## Policy Statement

The Ormiston Park Academy's policy on specific matters relating to charging and remission is as follows:

### 1. Practical Subjects

Where students have indicated that they wish to own a finished product, the academy may make a charge. The charge shall not exceed the cost of the materials used by the student.

### 2. Transport

Where a student travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of students whose families are in receipt of Income Support or Family Credit. Where activities of this sort are organised by the academy, it will be expected to meet the travelling costs of these students.

### 3. Optional Extras

A charge may be made for optional extras provided wholly or mainly outside academy hours, except where such activities are provided:

- i) To fulfil any requirements specified in the syllabus for a prescribed public examination;
- ii) Specifically to fulfil statutory duties relating to the national curriculum;
- iii) Specifically to fulfil statutory duties relating to Religious Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating students, and may include elements for:

- a) A student's travel costs;
- b) A student's board and lodging costs;
- c) Entrance fees to museums, castles, theatres, etc;
- d) Insurance costs;
- e) Board and lodging (during residential trips)

**4. Tuition in the Playing of a Musical Instrument except where the Criteria (i), (ii) and (iii) shown in Section 3 of this Policy Statement apply**

The academy will make a charge for individual and group musical instrumental tuition, whether inside or outside academy hours. Prior written confirmation must be obtained by the academy from the parents that they are willing to pay the charge. The charge will include the cost of the teacher (based on a pro-rata calculation of his salary), and where appropriate, the cost of sheet music and hire and insurance of the instrument.

**5. Public Examinations**

Where a student has not been prepared for a public examination by the academy (including GCSE re-sits), but has been allowed by the academy to sit the examination at the academy as an examination centre, the academy may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge. Where the academy prepares a student for a public examination not prescribed in regulations, even outside academy hours, a charge should not be made for teaching costs or for the examination entry fee.

Where a student fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, the academy may recover the fee from the parents regardless of whether the examination is prescribed.

**6. Breakages**

Parents can be asked to pay for the cost of replacing broken windows or damaged books, etc, where this is a result of students' poor behaviour.

**7. Private Use of Academy Facilities**

Governors delegate the responsibility to the Principal for determining charges for the private use of academy facilities by members of staff, for example private telephone calls, reprographics and faxes.