

# Charging and Remissions Policy

## *The Academy of Lincoln Trust*



	<u>Name</u>	<u>Position</u>	<u>Date</u>	<u>Review Date</u>
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Reviewed by: HR & Finance Committee

Signed.....Louise Laming Headteacher (LCA)      Date: .....

Signed.....Jenna Richards Headteacher (EPA)      Date: .....

**This Policy has been approved by the Academy of Lincoln Trust:**

Signed.....      Date: .....

ISSUE	AUTHOR	DATE	DESCRIPTION OF CHANGE
4.0	Mark Straw	October 2018	Policy updated

### CHARGING AND REMISSIONS POLICY

## **Situations Arising at the Trust**

### **A. Residential Courses in School Time**

Where an academy activity involves students being away from home for the night, parents will be asked for voluntary contributions for board and lodging. Any charges must not exceed the actual cost of providing the board and lodging. Activity trips will be reliant on these contributions if they are to continue; more on this matter is included in the separate Trips Policy.

### **B. International Residential Courses in School Time**

Where an academy activity involves students being away from home outside the United Kingdom, parents will be asked for voluntary contributions to help cover the cost of travel and expenses incurred as part of the trip. Any charges must not exceed the actual cost of providing the course. Activity trips will be reliant on these contributions if they are to continue; more on this matter is included in the separate Trips Policy (International). If the visit is part of a Comenius Multilateral/Bilateral Partnership, the grant given by the British Council will be used to offset costs incurred and reduce parental contribution.

### **C. Trips during School Time**

Parents will be asked for voluntary contributions for academy trips during school time where they are being used to supplement the curriculum.

### **D. Activities Outside School Hours not within the National Curriculum**

Participation is on the basis of parental choice and willingness to meet the cost. Agreement of parents is a necessary prerequisite for this provision and contributions will be required.

### **E. Individual Music Tuition**

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Vocal Tuition:

Group vocal tuition, which is provided during school hours, will be provided free of charge. Where vocal tuition is provided outside school hours and is not required as an integral part of the syllabus for a prescribed public examination, or by the National Curriculum, a charge will be made.

### **F. Dual Examination Entries**

Where the preparation provided by the academy would enable a student to take two or more alternative examinations in syllabuses for prescribed public examinations, the academy may charge for second and subsequent entries.

### **G. Extra Examination Entries and Results without Tuition**

Where the academy agrees to enter a pupil for a prescribed public examination for which he/she has not been prepared by the academy, the cost of the examination entry will be passed on to the parents. Where

further preparation is provided to a student to re-sit an examination, no charge will be made.

#### **H. Examinations not on the Prescribed List**

Charges will be made to parents for entries for examinations which are not on the prescribed list.

#### **I. Wasted Examination Entries**

Charges will be made to parents, except in the case of certificated illness at the Headteacher's discretion, in substantiated circumstances.

#### **J. Exam Re-Sits**

The academy will charge for re-sits when re-entry is only at the request of the student or parent.

#### **K. Ingredients or Materials for Practical Subjects**

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The academy may charge for, at cost or less, or require the supply of ingredients and materials, if parents have indicated, in advance, their wish to own the finished product.

#### **L. Lost School Equipment, Books etc.**

Parents will be expected to replace or pay for the cost of lost items of academy property.

#### **M. Breakages and Damage to School Buildings, Furniture or Property**

Parents will be charged for damage caused as a result of a student's behaviour.

#### **N. Optional Extras**

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The charge can include an appropriate element for;

- the student's travel costs
- the student's board and lodging costs
- the materials, books, instruments and other equipment needed
- support staff costs
- entrance fees to museums, theatres etc.
- insurance costs

Any charge may also take into account the cost of engaging teaching staff specifically for that activity.

#### **O. Pupil Premium students**

When deemed appropriate, and, at the discretion of the Senior Team, Pupil Premium funds may be used to assist parents of Pupil Premium students in regard to any of the situations above. This is on a case by case basis and depends on individual circumstances at the time.