



St Mark's C of E Academy Policy

Policy Title	Charging & Remissions	Version No	1
Rationale	It is the Academy's policy to ensure that all charges are in line with DCSF requirements and in accordance with S457 of the Education Act, 1996.		
Policy Statement	<p><u>School Trips</u></p> <p>Day Trips – No compulsory charge will be levied in respect of day trips that take place during school hours or part of the curriculum. However, parents may be asked to make a voluntary contribution towards the cost. The academy's arrangements for visits and activities mainly or wholly during academy hours be subject to sufficient funds being available from voluntary contributions to cover their costs.</p> <p>Where insufficient funds are collected to cover the costs of the visit, the academy may cancel the visit and return all contributions made.</p> <p>Where contributions are in excess of the required sum for a particular visit, the academy may decide to use the surplus funds to support other visits and will advise the parents accordingly. However, if there is a surplus of £10 or more per pupil, contributing parents will be offered a refund.</p> <p>Parents can contact the Principal in confidence if they need financial assistance.</p> <p>Residential Trips – Essential – For residential trips which are essential to the national curriculum, statutory RE or in preparation for prescribed examinations, charge will be levied for board and lodging.</p> <p>Day/Residential Trips – Non-essential - for trips which are not essential to the National curriculum, statutory RE or in preparation for prescribed examinations, parents may be liable for the whole cost. Financial assistance is not normally available for trips which take place mainly outside schools hours.</p> <p><u>Examinations Entries</u></p> <p>A charge may be levied in respect of examination entries for pupils where the school has not educated the pupil for the examination.</p> <p>A charge will be levied in respect of examination entries for pupils where:</p> <ul style="list-style-type: none">- The pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old). Against the professional advice of		

the school.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

A charge will be levied where parents request a remark?? which is not supported by the school.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and made levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including four persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Associate Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Associate Headteacher may decide.

	<p><u>Voluntary Contributions</u></p> <p>Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.</p> <p><u>Other Charges</u></p> <p>The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, eg. for providing a copy of an OFSTED report.</p> <p><u>Remissions Policy</u></p> <p>If the parent/guardian of a pupil is in receipt of Income Support, income based Jobseekers' Allowance, support under Part VI of the Immigration and Asylum Act 1999, charges in respect of board and lodging will be at the discretion of the Headteacher.</p> <p>The Associate Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.</p> <p>The Associate Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.</p>
Links to other policies	Income Policy, Trips Policy, Examinations Policy

Staff responsible	CPR
School Group Responsible	Resources
Date approved by Full Governing Body:	September 2009 Review Date October 2010