



# **CHARGING AND REMISSIONS** **POLICY**

## **1.0 Aim**

- 1.1 Appleton Academy Trust Board recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential and experiences of other environments, can make towards children and young people's all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## **2.0 Purpose of the policy**

- 2.1 To clarify the position on charging for activities and equipment.

## **3.0 Charging**

- 3.1 Appleton Academy Trust Board wishes to see the curriculum enriched as far as possible for the benefit of all children and young people. It recognises that whatever public funds and sponsors' endowments are made available they will never be sufficient to fund all desirable activities at the required level.

- 3.2 Appleton Academy Trust Board therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- *Academy trips and residential in Academy time:* the board and lodging element of the residential experience and outdoor pursuit courses;
- *Activities outside Academy hours:* the full cost for each child and young person of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- *Acts of vandalism and negligence:* the Trust Board reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a child or young person;
- *Examination fees:* if a child or young person has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the child or young person attends the examination.

If, without a medical certificate explaining the reason, a child or young person fails to complete examination requirements for any public examination for which

the Academy has paid an entry fee, the Trust Board may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

#### **4.0 Remissions**

4.1 Where the parent of a child or young person is in receipt of qualifying state benefit(s), the Trust Board will remit in full the cost of board and lodging for any residential activity that is organised for the child or young person and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

4.2 The Trust Board may remit charges in full or in part to other parents after considering other specific hardship cases. The Trust Board invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

#### **5.0 Insurance**

5.1 Any insurance costs will be included in charges made for trips or activities.

#### **6.0 Voluntary contributions**

6.1 Nothing in this policy statement precludes the Trust Board from inviting parents to make voluntary contributions.

6.2 The Trust Board however is very clear that any such contributions are voluntary; that children of parents who do not contribute will not be discriminated against.

6.3 If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

#### **7.0 Freedom of Information Act**

7.1 Single copies of the information covered by Appleton Academy Publication scheme are provided free (see list \* below). However, the Trust Board reserves the right to make a charge;

- for multiple copies of information covered in the FoI Act 2000
- if a request involves a lot of photocopying or printing
- where cost of postage is high

7.2 In these cases the individual will be informed of the likely cost before fulfilling their request.

**8.0 Charges for use of Academy facilities**

8.1 A charge will normally be made for the use of the Academy's accommodation and facilities (Lettings) and for all external word-processing, copy-printing, design work, etc. The administration of Lettings is now undertaken by a sub-contract company - Schools Plus - who were appointed in September 2010. Details are available from Mr Nick Pile via email: [nick.pile@schools-plus.org](mailto:nick.pile@schools-plus.org).

**9.0 Administration Fees**

9.1 A search fee of £10 [ten pounds] per certificate will be levied for requests for all examination certificates not collected in the year in which they are awarded.

9.2 Subject to the restrictions of the Data Protection Act a fee of £50 [fifty pounds] will be charged for copies of an individual's Academy record.

**10.0 Procedure**

Procedures to support this policy are appended.

**10.0 Monitoring, Evaluation and Review**

10.1 The Trust Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**Adopted by Appleton Academy on** .....

**Chair of the Academy Trust Board** .....

**Principal** .....

**Review date** **December 2011**



## Appendix 1

### Procedure

#### 1.0 Parental Letters

The following phrases should be included in letters to parents informing them of the activity.

1.1 The wording should be adapted to suit but the spirit must be preserved. A copy of the letter should be available when the risk assessment is submitted for approval.

1.2 On any letter about a residential visit which is essential to the curriculum and which involves some Academy time:

“If you wish for your son/daughter to go on this activity and you are on Family Credit or Income Support, then the Academy will meet the costs of the board and lodging. You are asked to contact the Principal or myself; the matter will be dealt with in confidence.”

1.3 On any letter relating to activities, inside or partly inside Academy time and **not essential** to the curriculum and not involving accommodation:

“You are invited to make a contribution to the cost of this activity. No child and young person will be excluded from this activity simply because a contribution is not made. However the activity will have to be cancelled if there are insufficient contributions to cover the costs. If you would like to make a contribution, but are facing financial difficulties, the Academy may be able to help. Please contact The Principal or myself to discuss the matter in confidence.”

1.4 On a letter relating to a **residential visit**, inside or partly inside Academy time and not essential to the curriculum, then a combination of both these paragraphs will be necessary:

1.5 On any letter relating to activities **totally outside Academy time** (and such visits can not be essential to the curriculum):

“If you would like your son/daughter to be involved in this activity, but you are facing financial difficulties, the Academy may be able to help. Please contact The Principal or myself to discuss the matter in confidence.”

#### 2.0 Charges

2.1 The Academy makes no charge for;

- lessons
  - textbooks and equipment
  - initial entries to public examinations
  - activities, which are essential to the curriculum and take place within school hours.
- 2.2 However children and young people should be provided with basic equipment for writing, clothing for physical education and protective clothing for Creative Studies. Financial assistance may be available, please ask the Principal or a Vice Principal.
- 2.3 Parental contributions will be requested for some activities, which are not essential to the curriculum or which take place partly outside school hours. No child and young person may be excluded from such an activity if his/her parents have not contributed. However if insufficient voluntary contributions have been made, then the activity will have to be cancelled.
- 2.4 If any family is on Income Support or Family Credit, then the full cost of board and lodging will be met by the school.
- 2.5 Some activities fall entirely outside school time and for these a charge will be levied. However the Governors maintain a small fund to give financial assistance to families who would have difficulty meeting the full costs. Any family requiring help should ask to speak to the Principal or a Vice Principal.
- 2.6 The cost of travel to games is partly met by a voluntary match fee and partly by a contribution by the Parent Teacher Association (PTA).
- 2.7 Charges can also be made for materials and ingredients where parents agree, in advance, to own the finished product.
- 2.8 If damage is caused to Academy property by bad behaviour, the parents will be asked to make a donation to cover the cost of repair or replacement.