

POLICY FOR CHARGING & REMISSION POLICY

Purpose

A wide range of additional activities make a valuable contribution towards students' all round educational experience and their personal and social development. The Academy is committed to the principle that every member of the Academy community is entitled to participate fully in the range of activities offered both within and beyond the curriculum.

1 Charging

- 1.1 We reserve the right to make a charge in the following circumstances:
- i. *School trips and residential held in school time:* the board and lodging element of any residential or outdoor education programme.
 - ii. *Activities held outside school time:* the full cost for each student of journeys, trips and residential fees in the UK and abroad which take place at weekends and during holidays, where these are deemed to be optional extras.
 - iii. *Materials:* the cost of ingredients or raw materials used by students to make food or technology products where the product will be the property of the student.
 - iv. *Acts of vandalism or negligence:* part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more students.
 - v. *Examination fees:* part or all of the cost of entry for an examination, either where the Academy considers the examination unsuitable for the student or where the student fails to complete all of the requirements for the examination without evidence of good reason, such as a medical certificate.
- 1.2 Any charge made for trips or activities will include insurance costs.

2 Remission

- 2.1 Where those having financial responsibility for a student receive qualifying benefit, we will remit the full cost of board and lodging for any residential activity which the student is required to attend and which takes place within Academy time or is required for their studies at the Academy.
- 2.2 On a case by case basis, we may remit charges in full or in part in response to a parental request on grounds of financial hardship where the request has the support of the Principal.

3 Voluntary Contributions

- 3.1 We may also organise activities during Academy time that are voluntary and collective and can only take place provided sufficient voluntary contributions are received by a particular date. In this case, there will be no discrimination against those who have not made a voluntary contribution.

4 Monitoring, Evaluation and Review

- 4.1 The policy will be promoted and published throughout the Academy.
- 4.2 The Governing Body will review it within two years and assess its implementation and effectiveness.