



# **COUNDON COURT**

## **CHARGING AND REMISSIONS POLICY**

<b>Agreed by Co-Headteacher:</b>	<b>April 2021</b>
<b>Frequency of Review:</b>	<b>Annually</b>
<b>Date of Next Review:</b>	<b>April 2022</b>

## **Whole School Policy for Charging and Remissions**

### **1. Introduction**

The charging and Remissions Policy has been compiled in line with the EFA requirements and in accordance with the Education Act 1996, approved by the Headteacher and governing bodies for school activities and educational visits.

The remissions policy must make it clear the circumstances in which charges will be remitted in full or part. By law the academy may not charge for students taking part in activities during the school day. Parents may be asked for a voluntary contribution but if they are unable to “contribute” their child should not be prevented from participating should the activity go ahead.

Any request for voluntary contributions it must be clear that:

- There is no obligation to make any contribution
- Students will not be treated differently, if no contribution is made by their parent/guardian, to a planned activity
- A clear statement will be made to parents from the outset if an overall lack of support may lead to cancellation of the activity.

### **2. Charges Policy**

Charges will be made for:

#### **Board and lodgings for all residential visits**

A charge will be levied for board and lodgings for students taking part in residential visits whether these are required as part of a prescribed public examination or specifically to fulfil the statutory requirements of the National Curriculum or Religious Education. Charges will not exceed the actual cost of the visit

Costs for residential visits or other optional activities which are deemed to take place out of school hours and are not required for public examination syllabus or for the provision of the National Curriculum or statutory Religious Education. Charges will not exceed the cost of the visit.

#### **Examination Entries**

Entry for examinations for which the student has not been prepared by the school but which the school has agreed to the student entering, a charge will be levied.

Entry for any public examination for which a student has without good reason failed to complete the requirements e.g. non-completion of coursework or non-attendance at the examination. A charge will be levied.

Charges will be levied for all re-sits unless expressly approved by the Headteacher or governing body.

### **Materials & Textbooks**

Charges will be levied for the cost of materials in the production of projects in art, craft and design, or design and technology.

Food technology students usually provide their own ingredients, in extenuating circumstances assistance will be given to those students who cannot afford such provision.

Textbooks are provided however in certain subjects, revision guides are available and a small charge will be made.

### **Music Tuition**

Music Tuition in or outside of school hours whether or not it is required for public examination purposes or for the National Curriculum will be charged for. Students who would otherwise be prevented from participating in musical tuition can apply for remission. The charging policy for music tuition is reviewed annually.

### **Damage to academy property**

A charge will be levied in respect of wilful damage, neglect to the academy property (including premises, furniture, equipment, books or materials), and the charge to be the cost of replacement or repair unless otherwise approved by the Headteacher or governing body.

## **3. Remissions Policy**

If a parent/guardian of a student is in receipt of income support, income based jobseekers' allowance, support under part VI of the immigration and Asylum Act 1999, Child Tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £15,386) may apply to the Academy for financial support. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims.

## **4. Policy review**

This policy is reviewed every 3 years by the appropriate governing body.