



# Charging and Remissions Policy in Practice

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<b>Policy holder:</b>	Glen Allott
<b>Approval board:</b>	Norfolk Academies/UTCN/CAN
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<b>Legislation or regulation:</b>	Funding Agreement

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11/03/16	V1.0	Policy Creation	Glen Allott

### **DfE Guidance from Statutory Policies for Schools, February 2014**

Review frequency: Governing body free to determine.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

Legislation: Maintained schools - Education Act 1996, section 457.

Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

The School Information (England) (Amendment) Regulations 2012.

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## 1. Aim

WAYLAND ACADEMY recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development. However, this activities can be expensive and often rely on the contributions made by parents and carers.

This Policy sets out when charges, and remissions, apply.

## 2. Charging

WAYLAND ACADEMY will **not charge** for:

- Activities which are an essential part of the curriculum. This includes costs of admission, transport, board & lodging, insurance and raw materials. Trips and activities which come into this category will be clearly identified as Essential Curriculum Activities. However, parents/carers may be asked to make voluntary contributions to support the activity.
- Examination fees for the first sitting of an examination and for re-sits at the recommendation of WAYLAND ACADEMY.

WAYLAND ACADEMY **will charge** for:

- Trips and residential visits, including admission costs, travel, board & lodging and insurance. This trips and activities will clearly be marked as Curriculum Enhancement Opportunities.
- Materials and ingredients for projects which are not Essential Curriculum Activities.
- Acts of vandalism and negligence: Governors reserve 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 student.
- Examinations fees where:
  - The student has not regularly attended the lessons for a particular examination subject, refundable if the student attends for examination.
  - The student fails, without good reason, to complete the requirements of the examination (e.g. coursework).
  - The student fails, without good reason, to attend the examination.

- Examination re-sits to improve grades - not at the recommendation of WAYLAND ACADEMY.
- Examination entries where there is a request from the parent/carer for additional subject entries which are not supported by WAYLAND ACADEMY.

### **3. Remissions**

In cases of genuine hardship, parents/carers may 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 the Board of Governors.

### **4. Operation**

- Staff organising an activity with financial costs fill in a Permission to Plan a Trip Form with likely costs attached and pass to Principal and Finance Team for approval.
- Principal and Finance Officer sign and return the Form to the activity organiser.
- Activity organisers notify parents/carers in writing of any proposed costs. The letter will contain details of remission arrangements as set out in this Policy.
- All monies received from parents/carers will be directed to a nominated employee in the Finance Team.
- Official WAYLAND ACADEMY receipts will be issued for all monies received.
- No other staff will collect money.
- Collection of unpaid or late monies will be the responsibility of the Finance Team.
- Financial accounts of all trips, visits, clubs or activities will be kept at the WAYLAND ACADEMY.