THE BOLSOVER SCHOOL

Nothing but the best

Charging and Remissions Policy

Policy: Charging and Remissions Policy
Version: 2.0
Date: July 2018

Part of the
REDHILL ACADEMY TRUST
Exsisto Optimus

Charging and Remissions Policy

Approving Body:	Redhill Academy Trust Audit Committee
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Legislation:	Education Act 1996
Further Information/Guidance:	finance@rhat.org.uk

Introduction

1. This Charging & Remissions policy has been compiled in line with DFE requirements and in accordance with the Education Act 1996.

School Trips

2. **Day Trips – Essential.** A full voluntary contribution should be requested for all essential trips. In extraordinary circumstances, subsidies may be applied at the discretion of the Business / Operations Manager. (A trip is only essential, when there is no alternative method of delivering the same curriculum benefit within the academy)
3. **Day Trips** – **Non Essential.** A charge will be levied for the full cost of the day trips that take place as a non-essential part of the curriculum.
4. **Residential Trips – Essential.** For residential trips which form an essential part of the curriculum:
a. if the amount of academy time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
b. if the amount of academy time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.
5. **Residential trips – Non-Essential.** A charge will be levied for the full cost of the trip.

If a pupil's payment has not been received before the closing date of any chargeable trip the academy reserves the right to remove the pupil from the trip. If there are any outstanding amounts for previous trips the academy reserves the right to take reasonable steps to recover the debt, including but not limited to, offsetting payments for trips and events which have not yet taken place.

Examination Entries

6. A charge will be levied in respect of examination entries for pupils where the academy has not prepared the pupil for the examination.
7. A charge will be levied in respect of examination entries for pupils where the academy has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).
8. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the academy paid or agreed to pay the entry fee.
9. The charge levied in 6 - 8 above will be the cost of the examination entry, plus any applicable centre costs.

Materials & Textbooks

10. 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 and the academy provides the ingredients they may levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be made.

Music Tuition

11. The academy levies charges in respect of individual and group music tuition. Those pupils who have chosen GCSE music as an option may receive music tuition for one instrument free of charge at the academy's discretion. Tuition fees will be invoiced one term in advance and must be paid in full prior to tuition being received.

Activities Outside School Hours

12. No charge will be made for activities outside academy hours that are part of the National Curriculum.
13. If a pupil is prepared outside academy hours for an examination that is not set out in regulations (the full list of which is available from the academy), a charge will be levied for tuition and other costs.
14. For all other activities outside academy hours, a charge up to the cost of the activity may be levied.

Damage/Loss to Property

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

Voluntary Contributions

17. Where the academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the academy, the academy may request or invite parents to make a contribution towards the cost. 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 may be cancelled.

Lettings

18. The academy will make its facilities available to outside users at a charge wherever possible. The scale of charges will be determined annually by the academy, ratified by their Local Governing Body.

Other charges

19. The academy may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of a student's file.

Remissions Policy

20. The Head teacher or Operations Manager may authorise the payment in full or part the charges normally due from a pupil if they consider there are reasonable circumstances.