

# CHARGING AND REMISSIONS POLICY

## 1 STATEMENT OF INTENT

The Academy is committed to providing numerous opportunities for students to extend their learning beyond the classroom. Every student at Harris Aspire Academy will be invited to attend trips and / or residential. Each visit or expedition will be closely linked to the relevant curriculum objectives, yet will also provide invaluable experiences as outlined in the Every Child Matters Agenda. This policy outlines how we can ensure that all students are able to attend Academy expeditions, regardless of financial status.

## 2 PRINCIPLES OF CHARGING

Charging will be permitted for the following activities:

1. The full costs of board and lodging on residential visits. In most cases the Academy will subsidise these costs.
2. The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of Academy time (in most cases the Academy subsidises such lessons).
3. The full costs of activities which take place wholly or mainly outside of Academy hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.

In letters home, informing parents/carers about such trips, teachers should be wary of using sentences such as “The cost of such a trip will be £X, and places will be rewarded on a first-come, first-served basis”, as this positively discriminates against those families who receive Income Support or those families who have to budget carefully, and may not have money immediately to hand. An alternative approach would be to ask for a reasonable amount – say £5 or £10 – as a deposit with the remainder payable within a specified period.

4. The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside Academy hours.
5. The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the Academy.
6. The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student.
7. The cost of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product.
8. The costs (full or partial at the Academy’s discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not

heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the Academy.

9. The Academy will charge an administrative fee for certification of passports, confirmation of examination results, photocopying etc.

### **3 PRINCIPLES OF REMISSIONS POLICY**

Remission of charges for parents in receipt of Low Income Assistance, Income Support or Family Credit will be allowed for the following activities:

1. The full cost of board and lodging on residential visits in Academy time.
2. The full costs of board and lodging on residential visits outside Academy time which are covered by the following criteria. The education is provided :
  - a) To fulfil any requirements specified in the syllabus for a prescribed public examination.
  - b) Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act.
  - c) Specifically to fulfil statutory duties relating to Religious Education imposed by 10 (i)b.
3. The costs associated with individual or group tuition of the playing of a musical instrument, whether in or out of Academy hours.

The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.

The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student will be remitted should the student gain a pass grade in the said examination.

**Policy Created by C English, March 2013.  
Reviewed by S Miles July 2015  
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