



## **CHARGING AND REMISSIONS POLICY**

The charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

### **School Trips**

- Day trips. No charge will be levied in respect of any day trips that take place during school hours or are part of the curriculum. However a contribution may be requested for additional costs such as transport or where the Academy cannot ordinarily fund the whole trip.

### **Residential trips**

- Where residential trips are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- For residential trips which are not essential to the National curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- School trips are funded through parents paying online via the ParentPay system only.

### **Examination Entries**

- A charge will be levied in respect of examination entries for students where the Academy has not prepared the student for the examination.
- A charge will be levied in respect of examination entries for students where: the Academy has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered (or student himself when over 18 years old).

- In these circumstances, if the student subsequently passes the examination, the Academy may refund the cost.
- A charge may be levied for students re-sitting an examination.
- A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.
- A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other students.
- The charge levied in above will be the cost of the examination entry, plus any applicable centre.
- The Academy reserves the right to withhold exam certificates until payments are made.

### **Materials & Textbooks**

- Where a student wishes to retain items produced as a result of art, craft and design, or design technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, or provide funds to the Academy to source ingredients on their behalf. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Music Tuition**

- Music tuition is charged for via Trafford MBC for individual Music Tuition in a music partnership scheme.

### **Activities Outside School Hours**

- No charge will be made for activities outside school hours that are part of the national Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- If a student is prepared outside school 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.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **Damage/Loss to Property**

- 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 the cost of the replacement or repair, or such lower cost as the Principal may decide.
- 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 is to be the cost of replacement or repair, or such lower cost as the Principal may decide.

## **Voluntary Contributions**

- Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the Academy may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to students with special needs. Students 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.

## **Other charges**

- The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g for providing a copy of an Ofsted report.

## **Remission Policy**

- The Principal, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
- The Principal, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **Catering**

- The Academy has in house catering. The Academy catering system is administered through ParentPay.
- ParentPay is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ParentPay. The payments are received into the Academy bank account and recorded against the student account. Meals are then purchased through a biometric finger print system and the meal cost deducted from the student's account.

- The students pay for meals via a biometric finger print system irrespective of account top up facility used.
- Students who receive free school meals have their account topped up by the cashless system automatically.

### **School Uniform**

- School uniforms are purchased from a designated shop/supplier.

No student will be disadvantaged and parents/carers are able to apply for discretionary financial support via the Principal. Such support may be provided for items of school uniform, contribution towards residential trips or enrichment activities.