



Finance Policy

CHARGING & REMISSIONS

Last reviewed: July 2019
Person Responsible: CEO

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Policy Implementation

Purpose

We want all students to experience as wide an education as possible both inside and outside the classroom and aim to provide all the resources required for students to study successfully. We will only charge for materials and activities which are outside the necessary requirements for the provision of the curriculum and in line with legislation.

Charges – Required

Contributions will be required for:

- Any non-residential trip/visit that is additional to the compulsory curriculum that is offered where less than 50% of the trip time is during the normal school day.
- A residential trip/visit where less than 50% of the trip time is during the normal school day
- The board and lodging element of a residential trip/visit where 50% or more of the trip time is during the normal school day.
- Extra-curricular music lessons.
- The cost of materials/ingredients/equipment for practical subjects where the student wishes to own the finished product.
- The purchase of texts additional to the required textbooks, or books that the student wishes to own.
- Examinations/resits for which a student has not been prepared for as part of the normal curriculum.
- Examinations where a student fails to complete all its requirements, eg incomplete coursework or failure to sit an examination. (If attendance/attitude has been poor, the academy reserves the right to ask for a payment of the cost of exam entries prior to entering students for an exam. The payment will be returned for all examinations fully completed.)
- Damaged or lost equipment/property belonging to the academy or a third party caused by poor behaviour or negligence.

Charges – Voluntary

Contributions will be requested for:

- Any non-residential trip/visit that is additional to the compulsory curriculum that is offered where 50% or more of the trip time is during the normal school day. (The trip will be costed based on the assumption that all parents/carers will contribute equally. If a parent/carer refuses to pay, the trip may not run.)
- The non-board/lodging elements (eg tuition) of a residential trip/visit where 50% or more of the trip time is during the normal school day. (The cost of these elements will be based on the assumption that all parents/carers will contribute equally. If insufficient contributions are received the academy will determine whether the activity will proceed.)
- Participating in an activity additional to the compulsory school curriculum during the school day (either in or out of the academy). (The activity will be costed based on the assumption that all parent/cares/carers will contribute equally. If a parent/carer refuses to pay, the activity may not run.)

The law states that unwillingness to pay a contribution will not result in that child being discriminated against.

Remissions

Students who are in receipt of Free School Meals (FSM)/Pupil Premium (PP) support will have board and lodgings costs paid for if participating in a residential trip.

Individual academies may make further remissions for students in receipt of FSM/PP support for the cost of specific activities or resources/materials.

Funding Support

In addition to any remissions noted above The Trust has a Hardship Fund which parents/carers can apply to for support by completing the Funding Support Application Form.

Voluntary Contributions

Parents/Carers may, from time to time, be invited to make a voluntary contribution for the benefit of the academy or an academy activity which will enrich our students' education. Requests for a voluntary contribution in no way represents a charge and parents/carers should note that the contribution is genuinely voluntary and under no obligation to pay and that students will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

However, if insufficient voluntary contributions are received, then the activity may have to be cancelled.



Funding Support Application Form

Name of students(s): Form:
..... Form:
..... Form:

Name of parent/carer(s):

The amount you are requesting (usually up to a maximum of £50 per student): £.....

The reason for this application:
Please provide as much relevant detail as you can (including any FSM/PP or benefits support if applicable). You can continue on the back of this form.

Parent/Carer signature: **Date:**

Please return this form to the Academy in a closed envelope marked "Private and Confidential" for the attention of the headteacher's/principal's PA.