

Policy D6 – Charging and Remissions

1. Statement of purpose

This policy is designed set out how and when parents, carers and students should be charged for Academy organised events, and when such charges should be waived. The underlying purpose of the policy is to facilitate the student experience as follows:

- To enhance student learning through the provision of real or first-hand experiences;
- To increase knowledge, understanding and appreciation of the local area and other areas that is different in nature and environment to our own;
- To further develop skills in observation, recording and reporting;
- To assist in the development of confidence, independence and responsibility, particularly towards each student's own safety and the safety of others;
- To assist in the social development of students by giving them the opportunities to live and work with others in a situation different from the home environment.

2. Rationale

Each Academy in the Trust aims to develop all students in the social, physical and emotional areas. Such developments are assisted in a desirable way by providing students with a variety of experience outside their normal home and Academy environment. These experiences can be gained by a range of excursions/visits throughout their time at the Academy.

The Education Act 1988 prohibits charging for activities during Academy time. This policy, endorsed by the Board of Directors, is to provide free of any charge educational visits and links with organisations as an integral support to the curriculum. (See also the Off Site Activities and Educational Visits Policy)

3. Guidelines

The following guidelines apply:

- Teachers will ascertain the cost of the proposed venture before presenting details to students and/or their parents;
- Academy senior leadership will approve the venture as being a recognised curriculum enhancement project and therefore in accordance with the Academy's Charging and Remissions Policy;
- The Principal or Vice Principal will be consulted to approve the finance for the venture and to check organisational features in accordance with the Academy's Off Site Activities and Educational Visits Policy;
- From time to time parents and carers may be asked to make voluntary contributions to cover costs;

- No student will be excluded through an inability to contribute; neither will any student's contribution subsidise others;
- In the event of under-subscription the proposed activity may be cancelled;
- A statement of account and receipts will be required by the Academy's Business Manager/Bursar for audit purposes.

4. Timescales / process

Parents / carers should be given at least 10 working days' notice of events; and 3 working days' notice of cancellations, other than in exceptional circumstances.

5. Policy Status and Review

Written by:	
Owner:	Estates and Facilities Manager Director
Status:	V1 = Approved
Approval date:	V1 = 1/7/15 V1a = Merger editorial changes 1 Sept 2017
Review Date:	By 2019/20