



Charging & Remissions Policy 2019/21

Date of Issue: 30/01/2019
Policy Ownership Finance
Agreed by Governors:
Date of Review: 30/01/2021

1.0 Introduction

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, out of hours Academy trips, residential activities and gaining exposure to other environments, can make towards students all round educational experience and their personal and social development.

2.0 Purpose of the policy

The Academy wishes to see the curriculum enriched as far as possible for the benefit of all students and it recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level. This policy outlines the Academy's position of charging for such activities and outlines where other charges may be levied. The Governing Body reserves the right to amend this policy at any time.

3.0 Charging

The Governing Body reserves the right to make a charge in the following circumstances:

- Academy trips and residentials in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses;
- Activities outside Academy hours: the full cost for each child and young person of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- Materials: the cost of materials or ingredients for design and technology and food technology, if parents/carers have indicated in advance that they wish to own the final product;
- Acts of vandalism and negligence: the Academy reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence;
- where a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the child or young person attends the examination;
- where, without a medical certificate explaining the reason, a child or young person fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy may seek to recover the fee from the parent;
- There may be a charge for an examination entry where there is a request from a student's carer/parent for additional subject entries to be made which are not supported by the Academy.
- Copies of marked external examination papers and for remarks will be charged at cost where parents have formally requested the information.

4.0 Remissions

Where an Academy student is "looked after", the Academy may at its discretion remit, in full, the cost of board and lodging for any curriculum related residential activity that is organised for that student which takes place within Academy time.

The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Chief Executive of the Trust or Headteacher may authorise remission.

5.0 Uniform, ID cards and Lanyards

A number of items can be purchased from Reception, including Academy ties, stationary items and replacement Lanyards and ID cards.

In specific but limited hardship cases, the Headteacher has the discretion to waive all or part of the cost of uniform.

6.0 Lockers

Subject to availability, student lockers are available to hire with a deposit to cover loss of the key or damage.

7.0 Voluntary contributions

Nothing in this policy precludes the Academy from inviting parents to make voluntary contributions. The Governing Body is however very clear that any such contributions are voluntary and students of parents who do not contribute will not be discriminated against. If a trip or activity is dependent on voluntary contributions; if insufficient contributions are received then the Academy reserves the right to cancel the trip or activity.

8.0 Freedom of Information Act

Freedom of Information Act requests will be considered and dealt with on a case by case basis. The Academy reserves the right to charge reasonable expenses where legally allowed and financially justifiable.

9.0 Hire of Academy Premises

A charge will normally be made for the use of the Academy's accommodation and facilities. For details, availability and charges, the Finance Office should be contacted by email: GHSenquiries@gablehall.com

10.0 Other Fees

Other fees payable include:

- A search fee of £10 per certificate will be levied for requests for all examination certificates not collected in the year in which they are awarded;
- Subject to the restrictions of the General Data Protection Regulations, a fee of £50 will be charged for copies of an individual's Academy record. Charges may also apply in respect to Freedom of Information requests.

11.0 Thefts & Damage to staff property

The Trust expectation is that staff will insure their own personal property against theft and / or damage. However at the discretion of Headteacher a gesture of goodwill can be made of up to £100. Such goodwill gestures will be made without any inference/acceptance of liability on the part of the Trust.

12.0 Monitoring, Evaluation and Review

The Governing Body will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.