



Joseph Swan Academy

Charging and Remissions Policy

2018 – 2019

To be reviewed September 2019

Charging and Remissions Policy

General Principles

The Academy Governing Body is committed to the general principle of free education.

The Governing Body recognises the valuable contribution that a wide range of activities, including Academy visits, residential experiences and clubs, can make towards all aspects of students' education and they would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of students of the Academy.

Charges

The Governing Body reserves the right to make a charge for some activities which may from time to time be organised by the Academy. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the Academy Curriculum or to religious education in which case they are not regarded as **optional extras** as such and charges cannot be made.

Charges will be made for a particular activity which is regarded as an **optional extra** designed to enrich the main curriculum. Charges will be calculated by reference to the actual cost of providing the activity for each student and this will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of students willing to participate. The cost of other students participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

1. the student's travel costs;
2. the student's board and lodging costs;
3. materials, books, instruments and other equipment;
4. non-teaching staff costs;
5. entrance fees to museums, castles, theatres, etc;
6. insurance costs;
7. the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Parents will be notified in advance of any 'optional extras' which the Academy proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Charges for Materials and Ingredients

A charge will only be made for any materials and ingredients relating to activities taking place during Academy hours where parents have indicated in advance a wish to own the finished product, eg in Food Technology or Design Technology. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remissions

Where a student is either eligible for, or in receipt of free school meals, the Academy may be willing to provide a contribution towards the cost of any optional extra trip.

Voluntary Contributions

Nothing in this policy statement precludes the Academy Governing Body from inviting parents to make voluntary contributions for the benefit of the Academy or in support of any Academy activity, whether during or outside Academy hours. Any contributions sought will be entirely voluntary and students will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

Breakages and Damage to Academy Property

The Academy Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to Academy property. **Lettings**

The Academy Governing Body reserves the right to charge third parties for use of the Academy facilities according to an agreed scale of charges. The Governing Body also reserves the right to provide Academy facilities without a charge for certain not for profit community organisations. (There is a separate lettings policy which provides details of charges)

Review

The Academy Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.