S6 CHARGING AND REMISSION POLICY

Reviewed by Governors' F&P Committee: **May 2015**
Next Review: **May 2017**
Responsible: **Vice Principal: Business Operations**

1. POLICY ON CHARGING

The Governors declare that in keeping with the requirements of the Education Act of 1996, it is their policy:

a. To levy no charges in respect of books, materials, equipment, instruments or incidental transport provided in connection with the national curriculum, statutory religious education, or in preparation for prescribed public examinations or courses taught at the academy, except in cases where parents have indicated in advance their wish to purchase the product.

b. To levy no charges for examination entries except where:

- the academy has not prepared students for the examination in the year for which the entry is made, or
- a student has failed, for no good reason, to complete the requirements of the examination or to attend for it. Examples of failing to meet the requirements of an examination might include failure to complete coursework or leaving the examination prematurely.
- A student decides to re-sit an examination.

c. To levy a charge for activities wholly or mainly outside academy hours which are not part of the national curriculum, statutory religious education, or in preparation for a prescribed public examination.

d. To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission.

e. To seek payment from parents for damage to or loss of academy property caused wilfully by their children. Governors reserve the right to pursue payment if there is evidence that the damage was intentional.

f. To request voluntary contributions from parents for academy activities in or out of academy time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.

g. To leave to the Principal's decision the proportion of costs of an activity which should be charged to public or non-public funds.

h. To delegate to the Life Enrichment Fund Committee the determination of any individual case arising from the implementation of this policy.

2. MUSIC LESSONS

To levy a charge for music lessons in addition to those provided as part of the normal course of study. Termly invoices will be issued to parents in advance. The academy will only enter into commitments with the music service provider on behalf of parents, if payment is received by the date stated in the invoice. Hertfordshire Music Service terms and conditions state that music lessons must be booked half a term in advance. Therefore, it will not be possible to refund the cost of any lessons unless a half term's notice is given.

3. INSURANCE

The academy holds normal educational insurance including Public Liability. It does not take out Personal Accident insurance for its students, except on a limited basis for academy journeys, and it does not hold insurance for the loss of students' belongings. Parents who wish their children to be covered by these insurances are advised to make their own arrangements. This policy is subject to a two yearly review.

4. POLICY ON REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Requests received from parents for financial support will be considered in the context of the circumstances identified below and in conjunction with the requirements set out in the Life Enrichment Fund Policy.

Below are the circumstances in which charges may be waived:

- parents in receipt of Income Support
- parents in receipt Income-based Jobseekers Allowance
- parents in receipt of Support under part VI of the Immigration and Asylum Act 1999
- parents in receipt of Child Tax Credit, provided that Working Tax Credit is not also received and the family's income is within the threshold limit set by HMRC
- parents in receipt of Guaranteed State Pension
- the particular circumstances of the student – eg Looked After, In Care, Pupil Premium, in receipt of Jobseekers Allowance.

5. REVIEW HISTORY

Version	Date	Changes	Approval
1	February 2011	Full Review	FGB
2	June 2013	Full Review	FGB
3	May 2015	Revised – Music Tuition Charges, Policy on Remissions	F&PC