



ASHLAWN SCHOOL
'A High Performing Specialist Academy'

CHARGING AND REMISSIONS

Policy & Procedure Number	AP008
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Website	<input checked="" type="checkbox"/>
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Ashlawn School Academy Trust Charging and Remissions Policy

Introduction

In accordance with Section 33 of the Schools Funding Agreement, the Academy Trust is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996 and for these to be approved by the Secretary of State for Education.

The Governing Body recognises the valuable contribution that the wide range of activities including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.

1 Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy.

1.1 School Trips in School Hours

Parents are asked to make a voluntary contribution towards the costs involved in additional activities that are arranged during the year. Voluntary contributions must be sufficient to allow the activity to take place.

1.2 Activities outside Academy Hours

The full cost to each student of activities deemed to be optional extras taking place outside school hours for the following activities:-

- a) Visits to performances including theatre, dance, music, drama:
- b) Visits abroad including residential activities such as French/German trips, day visits;
- c) Residential activities including camping;
- d) Entrance to activities organised by PTA or the school such as quiz evenings, dances, concerts, drama productions, clubs, leisure activities.

1.3 Music Tuition

Current legislation allows students to be charged for instrumental music tuition.

1.4 Materials & Equipment

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:-

- a) Specialist clothing for sports activities (see uniform list);
- b) Optional protective clothing for, e.g., DT, Food Technology (aprons).

The Governing Body may charge for materials or require them to be provided if parents have indicated that they wish to own any finished product produced in Academy.

1.5 Examination Fees

- a) Where a student is not registered with the Academy for their education, but have requested to sit a public examination at the Academy, full charges of the entry fees will be made for these exams.
- b) The Governing Body will make a charge for the cost of entering students for re-sits where previously agreed by the parents.
- c) If a student fails without good reason to complete the examination requirements for a public examination for which the Academy has paid an entry fee (or is liable to pay), then the Governing Body may recover the fee from the parent.
- d) Instrumental graded examinations are to be paid by parents.

1.6 General

- (i) The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.
- (ii) The Governing Body may from time to time amend the categories of activity which a charge may be made.
- (iii) Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

1.7 Freedom of Information Act charges (per request):-

Up to 10 sides of A4 = minimum charge of £5.00

Over 10 sheets of A4 and up to 25 sheets = £15.00

Over 25 sheets = price on application

In addition to the above charges there will be an hourly charge for the preparation of the information requested. The Governors have set this rate at £25.00 per hour.

2 Remissions

- 2.1** Charges will not be made where a student is in receipt of (or registered for) free school meals against the current national criteria.

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Application for remission of charges can be made via the Business Manager.

This policy is to be read in conjunction with the Safeguarding Policy