



Holbrook Academy

Charging and Remissions Policy

Date Approved	Finance and Personnel Committee	
Signed	Chair of Finance & Personnel Committee	
Minuted	24 th June 2015	
Date of Next Review	Finance and Personnel Committee	Summer 2017
	Governing Body	

Policy Consultation & Review

This policy has been authorised by the Governors, is addressed to all members of staff and volunteers and is available to parents on request. It is published on the Academy website and is available on request from the Academy Office. We also inform parents and carers about this policy when their children join our academy and through our Academy Newsletter.

This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or other accessible format if required.

1. INTRODUCTION

In accordance with Section 33 of the Holbrook Academy Funding Agreement, the Academy is required to determine the charging and remissions policies required to address Sections 402, 405 – 407, 459, 460, 461 and 462 of the Education Act 1996, as modified and stated on page 13 of the Agreement (2011).

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

2. CHARGES

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

2.1 School Journeys in School Hours

The board and lodging element of residential activities deemed to take place within Academy hours for activities such as visits to Paris, Year 7 residential. This list is not exhaustive and others of a similar nature will be included.

2.2 Activities outside Academy Hours

The full cost to each student of activities deemed to be optional extras taking place outside Academy hours. For example, residential trips taking place mainly at weekends or school holidays, theatre and other education visits, clubs held at lunch time or after hours, enrichment activities, performances and activities for students for which a charge is made (eg school play, discos). This list is not exhaustive and others of a similar nature will be included.

2.3 Music Tuition

The cost to the student for providing individual instrumental tuition. Currently all tuition, outside of 'curriculum music lessons' is provided by private tutors. Current legislation allows students to be charged for instrumental music tuition. A charge may not be levied where the

tuition is provided as part of a recognised external examination course within the Academy's curriculum.

2.4 Materials & Equipment

The cost of purchase or hire of instruments, materials, equipment such as sketchbooks or calculators and clothing (or the provision of them by parents or carers). This list is not exhaustive and others of a similar nature will be included.

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

2.5 Examination Fees

- (i) Where a student has not been prepared for a public examination by the Academy or where the Academy has provided no further preparation for a re-sit, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents.
- (ii) If a student fails without good reason to complete the examination requirements for a public examination for which the Academy has paid (or is liable to pay), an entry fee then the Governing Body may recover the fee from the parent or carer.

2.6 General

- (i) The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents or carers 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 or carers to make a voluntary contribution towards the cost of providing education for students.

3. REMISSIONS

3.1 The Governing Body may bear part, or all, of the cost of board and lodgings for any residential activity that it organises for the student if the activity is deemed to take place within the Academy's normal hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

3.2 Where the parents/carers of a student are in receipt of

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the threshold published by the DfES
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance

the Governing Body will offer to subsidise up to 50% of the cost of residential activities which form part of the syllabus for the National Curriculum or is a requirement of a prescribed examination.

- 3.3 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 Headteacher will invite parents or carers to apply, in confidence, for the remission of charges in part or in full. Authorisation of the remission will be made by the Headteacher at his/her discretion.