

# **OUR CO-OPERATIVE ACADEMIES TRUST**

## **CHARGING & REMISSIONS POLICY 2015 - 2016**



**Designated SLT Link: David Bishop - Principal**

**Adopted: November 2014**

**Date of Review: October 2015**

**Beaufort Co-operative Academy has a duty to monitor the operation and effectiveness of policies. Designated authority: OUR Co-operative Academies Trust**

### **Charging and Remissions Policy**

The Academy can charge for optional, extra activities provided mainly or wholly outside Academy hours as long as the activity is not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination will be provided free.

The purpose of Beaufort Co-operative Academy's policy is to ensure that, during the Academy day, all students have full and free access to a broad and balanced curriculum. The Academy day for the purposes of this policy is defined as: 8.30 am to 1.20pm and 1.20pm to 2.55pm.

It is recognised, however, that many educationally valuable activities are dependent on voluntary contributions in whole or in part from parents. The Academy's aim is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all students are able to take part, irrespective of their circumstances.

### **During the Academy day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of compulsory charge. This includes any materials, equipment and transport to take students between the Academy and the activity.

Charges will be made for teaching an individual student or groups of up to four students to play a musical instrument, unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

Voluntary contributions will be sought for activities during the Academy day which entail additional costs. In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a voluntary contribution. However should there be insufficient voluntary contributions then the trip/activity may have to be cancelled.

There will be a charge made for materials used in Design Technology subjects (RM, Food, Textiles, etc) during the Academy day where a student wishes to keep the item they make. The Academy will do everything reasonably possible to avoid such a charge wherever possible.

There will be no charge for any examination or essential activity followed as part of an examination course unless:

- the student was not prepared for it at this Academy
- a student fails without good reason to complete the requirements of any public examination where the local governing body or agreed to pay the entry fee
- where it is considered that there are educational reasons why the student should not be entered but where the parents have requested in writing that their son/daughter be entered.

The Academy will pay for one resit of a prescribed examination/module test where a syllabus has been followed.

### **Optional activities outside of the Academy day**

The Academy will charge for optional, extra activities provided outside of the Academy day over and above those required by the examination syllabus.

### **Education partly during the Academy day**

If a non-residential activity happens partly inside the Academy day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the Academy day. Conversely, if the bigger proportion of time spent falls outside of the normal Academy day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential**

Charges will be made for board, lodging and transport. In cases of financial hardship the Academy will help individuals to access funds from charitable organisations that support young persons within this scope of activity. Also "The Pupil Premium Grant" that students who meet a set criteria and are eligible to receive from the government's current support programme will also be able to access funds for this type of activity.

Other charges will be made to cover other costs and in such cases parents will be told how the charges were calculated.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the Academy day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through charitable organisations or if eligible the Pupil Premium Government Scheme.

### **Confirmation of charges & refunds:**

Any charges relating to an activity that requires a parent or guardian to contribute financially will always be laid down in writing and contained within a formal letter from the academy. It will cover all items such as non-refundable sums including deposits, pre-agreed stage payments and the total sum payable.

If for any reason a parent or guardian should decide to withdraw their child from the activity or the child is removed from the academy voluntarily or otherwise, it should be known that no refund can be obtained if funds have already been committed or provided to the activity provider unless the following circumstances can be applied:

- A known medical condition is declared and certificated by a medical practitioner that allows reimbursement to be obtained through the activity provider's appropriate insurance.
- The academy has endeavoured to find a suitable replacement student to fill the vacant place on the activity and it does not impede the replacement student's education by attending and not being available to attend normal lessons provided by the academy.

The principles of best value will be applied when planning activities that incur costs to the Academy and/or charges to parents.

### **Responsibilities**

Principal  
Director of Finance  
All Staff

### **Further References**

Finance Policy  
Safeguarding Policy  
Equality Policy