



# Beamont Collegiate Academy

## **CHARGING AND REMISSIONS POLICY**

Date approved by the Governing Body	28.11.16
Signature of Chair to the Governing Body	L Waterson
Signature of Academy Principal	A Moorcroft
Date of Review	4.12.17
Date of review	Autumn term 2018

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## **1. Introduction**

- 1.1 Beamont Collegiate Academy recognises the valuable contribution that the wide range of additional activities including clubs, out of school trips and residential experience of other environments can make towards pupils' all round educational experience and their personal and social development.
- 1.2 No charge will be made for activities during Academy hours that are part of the curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

## **2. Charging**

- 2.1 Beamont Collegiate Academy wants to see the curriculum enriched as far as possible for the benefit of all pupils. It recognises that whatever public funds and endowments are made available they will never be sufficient to fund all desirable activities at the required level.
- 2.2 The Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy;
- Academy trips and residential experiences in school time - The board and lodging element of the residential experience and outdoor pursuit courses
  - Activities outside school hours - The full cost for each pupil of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras
  - Materials - The cost of materials for products or ingredients in food products if parents/carers have indicated in advance that they wish to own the final product.
  - School meals and refreshments served on site.
  - Hire of school lockers.
  - Insurance contributions related to the BCA iPad scheme and tablet device scheme.
  - Acts of vandalism and negligence –The Governing Body reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil.

## **3. Examination fees**

- 3.1 If a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination.

3.2 If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

3.3 There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

#### **4. Music Tuition**

4.1 There may be a charge in respect of individual music tuition and group music tuition if the teaching is not an essential element of either the National Curriculum or a public examination syllabus.

4.2 The cost of peripatetic instrumental instruction is subsidised by the Academy.

#### **5. Remissions**

5.1 Where the parent/carer of a pupil is in receipt of qualifying state benefit(s), the Governing Body may remit part of/or in full the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination

5.2 Where the pupil is in receipt of free school meals the Governing Body may also remit part of/or in full the cost of board and lodging for any residential activity as above.

5.3 The Governing Body may remit other charges in full or in part to other parents/carers after considering other specific hardship cases. The Governing Body invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of the Governing Body.

#### **6. Insurance**

6.1 Any insurance costs will be included in charges made for trips or activities.

#### **7. Voluntary Contributions**

7.1 Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make voluntary contributions.

7.2 The Governing Body, however, is very clear that any contributions are voluntary; that children of parents/carers who do not contribute will not be discriminated against.

7.3 If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

#### **8. Freedom of Information Act**

8.1 Single copies of the information covered by Beamont Collegiate Academy publication scheme are provided free (see list below). However, the Governing Body reserves the right to make a charge;

- For multiple copies of information covered in the Freedom of Information Act 2000
- If a request involves a lot of photocopying or printing
- Where cost of postage is high.

8.2 In these cases the individual will be informed of the likely cost before their request is complied with.

## **9. Charges for use of Academy facilities / Lettings**

9.1 A charge, at least the cost of providing the facilities, will be normally be made for the use of Beamont Collegiate Academy's accommodation and facilities (Lettings) and for all external word processing, copy-printing, design work, etc. Details are available from the Funds Manager.

## **10. Other Charges**

10.1 Beamont Collegiate Academy may levy charges for miscellaneous services up to the cost of providing such services, e.g. proving a copy of the Ofsted report.

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### Methods of Payment

11.1 Cash payments for lunches and refreshments are accepted via the three payment machines.

11.2 Cash payments for refreshments are accepted in the school vending machines.

11.3 Cash payments for stationary and small items of uniform can be made at the school shop.

11.4 Payments are also accepted by cheque or online via the SIMs Agora automated payment scheme.

## **12. Monitoring, Evaluation and Review**

12.1 The Governing Body will review this policy at least annually and assess its implementation and effectiveness.

12.2 The policy will be promoted and implemented throughout the Academy.