

CHARGING AND REMISSIONS POLICY

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Responsible Officer	Chief Operating Officer

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1. Introduction

The Board of Trustees recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the academy and as additional optional activities.

2. Charges

The Trust reserves the right to make a charge in the following circumstances for activities organised by the academy:

- **School Journeys in School Hours**
The board and lodging element of approved residential activities deemed to take place in school hours.
- **Activities outside School Hours**
The proportionate costs for any student on activities wholly or mainly outside academy hours ('optional extras') to meet the costs of: travel, materials, non-teaching costs, entrance fees, insurance costs etc.
- **Charging in Kind**
The cost of materials, ingredients, equipment (or the provision of them by parents) for subjects such as Technology or Art. The Trust reserves the right to charge for ingredients and materials or require them to be provided if parents/carers have indicated in advance that they wish to own the finished product.

3. General

The Trust may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Trust from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions. The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. Parents / carers will also be made aware that activity may not take place if insufficient contributions are made.

4. Remissions

The Trust may remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head of Academy of the specific academy concerned.

5. Other Charges

Charges may be made in accordance with the General Data Protection Regulation and Freedom of Information Act legislation.

Academies will determine and publish annually the price to be charged for meals.

Hire of rooms / lettings (where applicable) - Charges will be made for external hire of accommodation, including use of equipment and hospitality (where requested). Charges will be agreed in advance and at time of booking.

Extra curriculum activities, including swimming lessons - Prices for termly swimming lessons will be published annually.