



STEWARDS ACADEMY

Title	Charging and Remission Policy
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Originator	Headteacher
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CHARGING AND REMISSION POLICY

The Governing Body recognises the essential contribution that a wide range of activities can make towards a pupil's personal and social education. Such activities include clubs, trips, and residential visits.

Our aim is to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of Stewards, and as additional optional activities. Since the cost of such activities is not included within the School's budget, their funding has to be achieved from funds raised either by voluntary contributions or by applying charges. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage.

CHARGES

1. SCHOOL TRIPS AND ACTIVITIES

Enrichment Activities

Trips and activities which take place mainly out of school hours, provided that that they do not form part of the Academy curriculum or exam course, are classed as enrichment activities and are fully chargeable. Charges can also be made for the cost of board and lodging for residential trips that form part of the Academy curriculum or exam course.

Curriculum Trips

Voluntary contributions may be invited for trips and activities which take place mainly within school hours and form part of the Academy curriculum and/or exam course. As stated above; please note that board and lodging for curriculum and/or exam activities are fully chargeable.

2. INGREDIENTS, MATERIALS etc.

In practical subjects, parents/carers may be asked to pay the cost of materials and/or ingredients if they have indicated in advance that they wish to own the finished product.

Contributions may also be asked for to cover the cost of books/materials.

3. EXAMINATION FEES

The cost of examination entries for subjects taught within the Academy will normally be met by the Academy. The Governing Body reserves the right to make a charge for the entry fee for a prescribed examination where the pupil has not been prepared by the school or for entry to a non-prescribed examination. When a parent/carer asks for an examination paper to be re scrutinised, the charge made by the Examining Body will be passed on to the parent/carer. Where a pupil fails without good reason to complete the requirements of an examination for which a fee has been paid, the cost may be passed on to the parents/carers.

4. SPECIALIST EQUIPMENT

Parents/carers will continue to be expected to provide children with appropriate items such as calculators, aprons or football boots.

5. TRANSPORT

Parents/carers will normally be expected to meet the cost of travel to such places as the College or Work Experience.

The Governing Body may, from time to time, amend its Charging Policy for such activities.

REMISSION

Charges will not be made for any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements, though voluntary contributions may be requested.

The Academy will consider the remission of the board and lodging cost of a residential trip which takes place in school hours, if the family is in receipt of certain benefits.

The Academy will also consider reimbursement to families in receipt of universal credit in respect of travel expenses incurred on Work Experience.

Authorisation of remission will be made by the Head of Year in consultation with the Headteacher.