

The Rural Enterprise Academy



Charging and Remissions Policy

Policy: 017 Version: 2

Approval Date: July 13

Approved by: Governors

Reviewed: July 2015

Review Period: 3 years

Review by: July 18

1.0 Roles and Responsibilities

The responsibility for the implementation of this policy and provision has been delegated by the Governors to the Principal.

2.0 Suggested Audience

All staff

3.0 Related Policies

This policy has links to several other policies, which should be consulted to appreciate the full scope of this policy:

4.0 Academy Mission Statement

“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”

5.0 Guidance on which the policy is based.

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

6.0 Practice and Procedures

6.1 The following guidance lays out broad principles and responsibilities for all Academy staff, Governors and the principal sponsor, South Staffordshire College.

6.2 Day Trips

The Academy will request a parental/carer contribution towards the cost of providing activities where appropriate from those families that are able to do so. In cases of financial hardship a request for help with funding should be made directly to the Principal

6.3 Residential trips

For residential trips parents/carers will be asked for payment, to include the cost of accommodation and it may be that if insufficient pupils are able to attend the trip may not take place.

6.4 Residential trips – essential

For residential trips which are essential to the Academy Curriculum, statutory RE or in preparation for prescribed examinations, if the amount of Academy

time on the trip is more than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

6.5 Examination Entries

- 6.5.1 A charge will be levied in respect of examination entries for pupils where the Academy has not prepared the student for the examination.
- 6.5.2 A charge will be levied in respect of examination entries for pupils where the Academy has prepared the learner for the examination and it considers that for educational reasons the learner should not be entered and the learner's parent/guardian wishes the learner to be entered (or learner him/herself when over 18 years old). In these circumstances, if the learner subsequently passes the examination, the Academy may refund the cost.
- 6.5.3 A charge may be levied for pupils re-sitting an examination. A charge will be levied where a learner fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.
- 6.5.4 The charge levied in 6.5.3 above will be the cost of the examination entry, plus any other applicable centre fees

6.6 Materials & Textbooks

- 6.6.1 Where a learner or parent/carer wishes to retain items produced as part of their studies a charge may be levied for the cost of the materials used. In extenuating circumstances assistance will be provided for those students who can not afford such provision. Textbooks are provided for use, free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

6.7 Activities Outside Academy Hours

- 6.7.1 No charge will be made for activities during Academy hours that are part of the core curriculum or RE, or that form an essential part of the syllabus for an approved examination.
- 6.7.2 If a student is prepared outside Academy hours for an examination that is not set out in regulations (the full list of which is available from the Academy), a charge will be levied for tuition and other costs.
- 6.7.3 For all other activities outside Academy core curriculum hours, in other words as part of the academy extended curriculum. a charge up to the cost of the activity will be levied where this is necessary. This will include charges for some extended curriculum activities, for example, horse riding or other specialist activities

6.8 Damage/Loss to Property

- 6.8.1 A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

- 6.8.2 Charges will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

6.9 Voluntary Contributions

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently if their parents/carers have not made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

6.10 Lettings

The Academy will make its facilities available to outside users and the community, at a charge determined by South Staffordshire College. The scale of charges will be determined annually by South Staffordshire College, as landlord.

6.11 Other charges

The Principal, Sponsors, or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or Academy policies.

The Academy will, in line with its drive for sustainability, encourage staff and pupils to only print from copiers or printers when it is absolutely necessary.

7.0 Remissions Policy

- 7.1 The Principal, Sponsors, or Governing Body may remit in full or part charges in respect of a learner, if it feels it is reasonable in the circumstances.
- 7.2 The Principal, Sponsors, or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

8.0 Monitoring and Review

The **Principal** will monitor the implementation of this policy and will make a written report to the Governing Body on an annual basis, presenting a summary of all charges and costs regarding this policy made over the last year, plus any recommendations to amend practices and procedures.

9.0 Approval by Governing Body and Review Date

This policy and plan has been formally approved and adopted by the Governing Body at a formally convened meeting.