



**The EDGE ACADEMY  
AP FREE SCHOOL**

**CHARGING AND  
REMISSONS POLICY**

June 2015

## **CHARGING AND REMISSIONS POLICY**

### **1. Introduction**

- In drawing up this policy the Governing Body has considered its legal obligations. The Governing Body recognises that unless some charges are made where permissible or voluntary contributions are sought for activities which supplement and extend the curriculum, it may be necessary to curtail the range and variety of those activities.
- The Governing Body has considered carefully those activities for which a legitimate charge can be made and will do so as outlined in this policy.

### **2. Voluntary Contributions**

- The Governing Body recognises that voluntary contributions can be requested for the benefit of the academy or any of the academy's activities. Where voluntary contributions are requested, it will be made clear that they are voluntary; that they are not compulsory, and that there is no obligation to pay.
- No pupil/pupil will be excluded from an activity simply because their parent(s) carer(s) are unwilling or unable to pay. However, there may be situations in which it may be necessary to cancel an activity if there are insufficient funds, either from voluntary contributions or other sources, to enable the activity to take place. This will be made clear to parents when the request for voluntary contributions is made.

### **3. Charging Policy**

- Educational Visits during the Academy Day. No charges will be made for such visits. However, to enable the Academy to offer as wide a range of visits as possible, voluntary contributions will usually be sought and parents will be provided with appropriate information in relation to each visit.
- Educational Visits out of Academy Hours. No charges will be made for activities which are part of the national curriculum; part of a syllabus for a prescribed public examination that pupils are being prepared for by the academy; or, part of religious education. However, voluntary contributions may be sought. From time to time there may be activities which are entirely optional and parents will be clearly notified of such activities. Participation will be subject to parental agreement and the actual costs will usually be charged.
- Residential Visits (deemed to take place during academy hours). Charges will be made for board and lodgings based on actual costs. Voluntary contributions may also be sought to assist in meeting other associated costs. Parents in receipt of the following benefits will be exempt from charges for board and lodgings: Universal Credit in prescribed circumstances; Income Support, Income Based Jobseekers Allowance; support under part V1 of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (assessed by HMR&C) does not exceed £16, 900 (financial year 2013/14); the guarantee element of State Pension Credit; an income related employment and support allowance that was introduced on 27<sup>th</sup> October 2018.
- Residential Visits (deemed to take place outside academy hours). If the activities are part of the national curriculum; part of a syllabus for a prescribed public examination that pupils are being prepared for the academy; or, part of religious, education, charges will be made for board and lodgings on the same basis as residential visits during academy hours. From time to time there may be residential visits deemed to be outside academy hours which are entirely optional and parents will be clearly notified of such visits. Participation will be subject to parental agreement and actual cost will usually be charged..

- Sports Club Activities. No charges will be made for such activities but voluntary contributions towards meeting the costs of transport and other associated expenses may be sought from time to time.
- Technology (and other subjects where material, equipment, etc. may be required.) All materials, equipment, etc. are provided free of charge by the Academy. However, if pupils wish to keep any resulting product, a charge to cover the cost of materials will be made.
- External Examination Fees. Entry fees for public examinations for which the pupil has been prepared by the academy will be met by the academy. If the pupil fails, without good reason, to meet any of the examination requirements, the Academy will seek to recover the fees from the parent(s). If, in exceptional circumstances, the academy agrees to enter a pupil for an examination and the pupil was not prepared for it by the academy, or the examination is not prescribed list, the entry fee will be charged to the parent. The Academy will not normally pay the costs of pupils repeating an examination unless additional preparation has been undertaken by the Academy. (Parents who need advice on this issue should contact the Academy's Exams Officer.)
- Accidental and Non Accidental Damage. The Academy will seek to recover from parents the cost of repairing or replacing any Academy equipment and/or property deliberately damaged by pupils. Accidental damage may incur a charge if foolish or careless behaviour has contributed to the cause of the damage.

### **Remissions Policy**

- The Governing Body wishes to encourage parents to make decisions about activities for which charges are levied or contributions sought without feeling that they are under undue pressure. It also seeks to avoid pupils being treated differently as a result of family income. The Governing Body therefore makes limited funds available to assist parents by their inability to make payments are therefore urged to contact the Principal or Assistant Principal. All information will be treated in the strictest confidence and will only be shared with those staff who need to know. Every effort will be made to ensure that pupils are not identified or 'stigmatised' in any way. Each request for assistance will be considered in the light of the individual circumstances and, if appropriate, at the discretion of the Principal charges may be remitted by up to 100%

### **APPENDIX 1**

#### **EDUCATIONAL VISITS – Charging Policy- additional Information**

The following paragraph is included in all letters to parents/carers regarding any educational visit which is not fully funded by the Academy. This follows the latest guidance from DFE – Charging for school activities, October 2014.

“This optional educational visit is funded entirely by voluntary contributions by those wishing to take part. It must be said from the outset, that if the voluntary contributions are not sufficient to cover the cost of the visit, it will not run. Parents who are in receipt of income support or other benefits should contact Mr Dyer for further advice”