



Northampton Academy

The best in everyone™

Part of United Learning

Charging and Remissions Policy

1 Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

2 Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- i School trips and residential in school time:* the board and lodging element of the residential experience and outdoor pursuit courses;
- ii Activities outside school hours:* the full cost for each student 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;
- iii Music tuition:* the cost for each student of extra-curricula music tuition provided through the Academy. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees;
- iv Materials:* the cost of materials or ingredients for design technology and food technology, will be charged to parents if they have indicated in advance that they wish to own the final product;
- v Acts of vandalism and negligence:* the Governing Body reserves 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 student;
- vi Loss of books or equipment:* the Governing Body reserves the right to recover part, or the whole cost, of books or equipment which is the property of the Academy;
- vii Data Access requests:* the Governing Body reserves the right to charge for provision of information under data Protection and Freedom of Information provisions. Details are in the relevant policies.
- viii Examination fees:* there is no charge for examinations that are part of the curriculum and on the school's set examination list, where children have been prepared for examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents.

If, without a medical certificate explaining the reason, a student 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.

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.

vix **School meals:** There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount, this amount is set by the Local Authority.

3 Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (section 2.1 iii)

There is no charge for transport during school hours to school-organised activities.

4 Remissions and concessions

4.1 The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

4.2 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal and Chair of Governors will authorise remission charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Principal.

5 Insurance

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

6 Damage to property and breakages

Where Academy property has been wilfully damaged by a student or parent, the Academy may charge those responsible for some or all of the cost of repair or replacement.

7 Voluntary contributions

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

If there is a case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to the parents.

8 Inability or unwillingness to pay

Northampton Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

9 Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy and will be published on the school website.