



<b>Policy Title:</b>	Charging and Remissions
<b>Function:</b>	Information and guidance
<b>Status:</b>	Approved
<b>Audience:</b>	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
<b>Ownership / Implementation:</b>	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
<b>Issued for:</b>	Board Approved
<b>Implementation Date:</b>	November 2011
<b>Review period:</b>	Bi-annually
<b>Review Due:</b>	October 2017



## 1 Introduction

- 1.1 The Cabot Learning Federation (CLF) and the Bristol Metropolitan Academy Council 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

- 2.1 CLF and the Academy Council reserve the right to make a charge in the following circumstances for activities organised by the federation or 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 **Materials:** the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
  - iv **Acts of vandalism and negligence:** the Academy Council 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;
  - v **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

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 Academy Council 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.

- vi **Music lessons:** the cost of the music lesson.
- vii Any other activities that take place during school time and incur an extra cost to the Academy.



### **3 Remissions**

- 3.1 Where the parent of a student is in receipt of qualifying state benefit(s), the CLF or Academy Council will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 3.2 The CLF or Academy Council may remit charges in full or in part to other parents after considering other specific hardship cases. The CLF or Academy Council invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of the Board of Trustees or the Chair of Academy Council, as appropriate.

### **4 Insurance**

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

### **5 Voluntary contributions**

- 5.1 Nothing in this policy statement precludes the CLF or Academy Council from inviting parents to make voluntary contributions. The CLF and Academy Council should make clear that such contributions are voluntary, and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

### **6 Monitoring, Evaluation and Review**

- 6.1 The Academy Council 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.