



## Policy and Procedure: Charging/Remissions Policy

Author: CWA Academy Trust and Fusion Business Solutions

Date: 5<sup>th</sup> December 2013

Checked by: Paul Dunning

Date of Board Approval: 16<sup>th</sup> December 2014

Review date: December 2017

### 1. Introduction:

The CWA Academy Trust is committed to providing opportunities for students to extend their learning beyond the classroom in all its academies. We believe this is an important aspect of students' personal and social development.

### 2. Process

#### 2.1. Charging

An Academy reserves the right to make a charge in the following circumstances:

- *School trips and residential programmes held in school time:* including the board and lodging element of any residential or outdoor education programme.
- *Activities held outside school time:* the full cost for each student of journeys, trips and residential fees in the UK and abroad which take place at weekends and during holidays, where these are deemed to be optional extras.
- *Materials:* the cost of ingredients or raw materials used by students to make food or technology products where the product will be the property of the student.
- *Acts of vandalism or negligence:* part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more students.
- *Examination fees:* part or all of the cost of entry for an examination, either where the Academy considers the examination unsuitable for the student or where the student fails to complete all of the requirements for the examination without evidence of good reason, such as a medical certificate.

- *Music instrument and vocal tuition*: the full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of Academy time.

Any charge made for trips or activities will include insurance costs.

## 2.2. Remission

Where those having financial responsibility for a student receive qualifying benefit, we will remit the full cost of board and lodging for any residential activity which the student is required to attend and which takes place within school time or is required for their studies at the Academy.

On a case by case basis, an Academy may remit charges in full or in part in response to a parental request on grounds of financial hardship where the request has the support of the Principal (and the Chair of the Local Governing Body if over £500).

## 2.3. Voluntary Contributions

An Academy may also organise activities during school time that are voluntary and collective and can only take place provided sufficient voluntary contributions are received by a particular date. In this case, there will be no discrimination against those who have not made a voluntary contribution.