

Charging and Remissions

Policy number:	
Version:	Version 1.1
Part:	Part 1 of 2
Policy holder:	Dick Palmer
Approval board:	Norfolk Academies/UTCN/CAN
Date of approval:	21 st October 2015
Review period:	36 months
Date of latest review:	n/a
Next review date:	October 2018
Legislation or regulation:	Funding agreement

Version Control Document

Date	Version No.	Reason for Change	Author
20/08/15	V1.0	Policy Creation	Neil McShane
21/10/15	V1.1	Final	Dick Palmer

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1. Introduction

This policy is one of a suite of academic policies which have been developed by Transforming Education in Norfolk (the TEN Group). These policies have been created in order for the TEN Group's educational institutions (excluding City College Norwich) to meet their statutory and legislative obligations as well as to provide procedures and practices which ensure equity of treatment for all our pupils, students and learners.

Many of these policies are in two parts. Where this is the case, whichever part the document refers to is stipulated on the front cover of the document. Part one documents are matters of principle and policy and cover either the whole group or individual trusts (including our multi-academy trust and the colleges) within the Group. Part 2 documents of a policy are used where there are localised differences in implementation in one or more of educational entities, for example an individual academy.

The TEN Group is committed to providing opportunities for students to extend their learning beyond the classroom in all its Academies/Colleges. We believe this is an important aspect of students' personal and social development.

2. Policy Aims and Objectives

This policy sets out the framework for TEN Group Academies/Colleges within the Group by:

- Stating the range of activities that organisations are permitted to charge parents and carers of students on the institution's individual roll.
- Stating the circumstances whereby parents and carers will be considered for the refund or omission of those charges.

3. Policy Statement

3.1 Charging

TEN Group Academies/Colleges reserve 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 institution 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 institution time.

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

3.2 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 TEN Group Academies/Colleges.

On a case by case basis, TEN Group Academies/Colleges 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).

3.3 Voluntary Contributions

TEN Group Academies/Colleges 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.

4. Scope

This is a TEN Group Academies/Colleges Academic Part 1 Policy. It does not include City College Norwich which has its own policies. As such, it provides the policy statement to be followed by all institutions that are part of the Norfolk Academies Multi-Academy Trust, City Academy Norwich and the University Technical College Norfolk. As aforementioned, Part 2 policies state the implementation procedure followed by the individual institutions relating to this policy.

5. Legal Requirements

This policy is required by the Department for Education (DfE) and falls into the category of:

A. Statutory Policies Required by Education Legislation

6. References to Related TEN Group Policies

Not applicable.

7. Equal Opportunities Statement

This policy has been assessed against the nine protected characteristics outlined in the Equality Act 2010.

There is no apparent impact on most characteristics. Even though it is not a protected characteristic, care must be taken in the administration of charging and remissions to ensure there is no discrimination direct or indirect applied to students whose parents or carers are in receipt of benefits or under financial hardship.