



Mayflower  
Community  
Academy

## Charging and Remissions Policy

### VERSION CONTROL SHEET

POLICY NAME: Charging and Remissions Policy

Document date	Filename	Meeting submitted	Summary of changes required
01-09-13		July PSG	New policy
25-06-15	Review	Finance Committee	Minor change to the practice for day trips
11-10-19	Review	November LGB	Updated
19-03-21	Review	LGB meeting	Updated

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## Introduction

PHILOSOPHY – the belief(s) on which the policy is based.

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

PRACTICE AND PROCEDURES – the broad roles and responsibilities of all members of the Academy community; the Governors, Sponsors, Headteacher, teachers, parents/carers.

## Practice

### Day Trips

Voluntary contributions may be requested for day trips that take place during Academy hours or are part of the curriculum.

### Residential trips – Essential

For residential trips which are essential to the Academy Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### Residential trips – non-essential

For residential trips which are not essential to the Academy Curriculum, statutory RE or in preparation for prescribed examinations:

- (a) if the amount of Academy time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- (b) if the amount of Academy time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### Activities Outside Academy Hours

No charge will be made for activities during Academy hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside Academy hours for an examination that is not set out in regulations (the full list of which is available from the Academy), a charge will be levied for tuition and other costs.

For all other activities outside Academy hours, a charge up to the cost of the activity will be levied.

## Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, design and technology or similar curriculum activity, a charge may be levied for the cost of the materials used. In the case of Food Technology, a charge will be made for the cost of ingredients used, however

in extenuating circumstances assistance will be provided for those pupils who cannot afford such provision.

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### Music Tuition

The Academy levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the Academy Curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the Academy and charges are explained and agreed through the Academy Music Department. A further discount may be available to pupils whose families are entitled to free school meals.

### Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### Voluntary Contributions

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation, as many parents in this area may struggle with affordability. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### Lettings

The Academy will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the LAT Finance Committee.

### Other charges

The Headteacher or Governors may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

### Remissions Policy

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that

they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190), charges in respect of board and lodging will be remitted in full.

The Headteacher, or Academy Trust may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, or Academy Trust may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.