



CHARGING & REMISSION POLICY

Author of Policy
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Finance Director

Date adopted by Governors/Academy
December 2014

A handwritten signature in purple ink, appearing to read "P. Ellis", is positioned below the date of adoption.

Signed on behalf of Governing Body

Date reviewed
December 2014

All Saints Church of England Academy, Plymouth aims to be an inspirational community of learning, which will transform the life chances of the students and make a positive contribution to the well-being of the local community and the wider world. The Academy is rooted in Christian values including truth, justice, forgiveness, generosity and respect. The Academy aims to provide outstanding educational opportunities and experiences which will enable all students, regardless of ability and background, to bring out the best in themselves, and to make a difference for good in the world.

The Academy believes that education is about the development of the whole person, and in educating each student will endeavour to:

- sharpen the mind
- enrich the imagination
- strengthen the body
- nourish the spirit
- encourage the will to do good
- open the heart to others

This policy and the associated procedures are based on these principles, aims and beliefs.

Introduction

A wide range of additional activities make a valuable contribution towards students' all round educational experience and their personal and social development.

Purpose

The purpose of the Charging and Remissions Policy is to clarify for parents, staff and students, which activities will be provided free of charge and which will require full or partial payment.

Procedure

Charging

We reserve the right to make a charge in the following circumstances:

- **Academy trips and residential programmes held in Academy time:** the board and lodging element of any residential or outdoor education programme.
- **Activities held outside Academy 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.

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

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 Academy time or is required for their studies at the Academy.

On a case by case basis, we 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.

Voluntary Contributions

We may also organise activities during Academy 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.

Resources

- A range of relevant claims forms are available in the finance office
- Costed additional activities should be linked to curriculum development plans