



# THE EAST MANCHESTER ACADEMY

## CHARGING AND REMISSION POLICY

**Policy Name: Charging and Remissions Policy**

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**Date: November 2009**

| Submission Date        | Summary of Changes Required |
|------------------------|-----------------------------|
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| Draft 2                |                             |
| Draft 3                |                             |
|                        |                             |

| Approved By:        | Date of Approval | Version Approved | Comments |
|---------------------|------------------|------------------|----------|
| DCSF                |                  |                  |          |
| PSG                 |                  |                  |          |
| Academy Trust Board |                  |                  |          |

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## Introduction

The East Manchester Academy Trust Board recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development. As a general rule, any activity or material which is needed as part of normal curricular activities does not incur a cost to parents /carers. If there is likely to be a cost, as indicated below, parents will be informed of that, prior to the activity taking place.

## Charging

The East Manchester Academy Trust Board wishes to see the Curriculum enriched as far as possible for the benefit of all pupils. It recognises that whatever public funds and sponsors' endowments are made available they will never be sufficient to fund all desirable activities at the required level.

The East Manchester Academy Trust Board therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- i *Academy trips and residential in Academy time:* the board and lodging element of the residential experience and outdoor pursuit courses;
- ii *Activities outside Academy hours:* the full cost for each pupil 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/carers have indicated in advance that they wish to own the final product;
- iv *Acts of vandalism and negligence:* the Trust Board 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 pupil;
- v *Examination fees:* if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Trust Board may seek to recover the fee from the parent /carer.

There may be a charge for examination entry where there is a request from the parent /carer for additional subject entries to be made which are not supported by the Academy.

## **Insurance**

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

## **Remissions Policy.**

If the parent/carer 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 £13,230), charges in respect of board and lodging will be remitted in full, on application.

The Principal, Sponsors, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Principal, Sponsors, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **Freedom of Information Act**

Single copies of the information requested under this Act will be provided free. However, the Trust Board reserve the right to make a charge:

- For multiple copies of information covered in the Freedom of Information Act 2000
- If a request involves a lot of photocopying or printing
- Where cost of postage is high

In these cases the individual will be informed of the likely cost before fulfilling their request.

## **Voluntary contributions**

Nothing in this policy statement precludes the Trust Board from inviting parents/carers to make voluntary contributions.

The Trust Board however is very clear that any such contributions are voluntary; that children of parents/carers who do not contribute will not be discriminated against.

If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

## **Charges for use of Academy facilities**

A charge will normally be made for the use of the Academy's accommodation and facilities (Lettings) and for all external work processing, copy-printing, design work, etc. Details will be made available from the Director of Corporate Services.

## **Administration Fees**

A search fee of £10 [ten pounds] per certificate will be levied for requests for all examination certificates not collected in the year in which they are awarded.

Subject to restrictions of Data protection Act a fee of £50 [fifty pounds] will be charged for copies of an individual's school record.

## **Monitoring, Evaluation and Review**

The Trust Board 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.

**Adopted by the TEMA On** .....

**Chair of Academies Trust Board** .....

**Principal** .....

**Review date** .....