

# Charging and Remissions Policy in Practice

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## CONTENTS

<b>1. Introduction</b>	<b>4</b>
<b>2. Aims and Objectives</b>	<b>4</b>
<b>3. Scope</b>	<b>4</b>
<b>4. Charges for Academy Activities</b>	<b>4</b>
<b>5. Remission of Charges</b>	<b>5</b>
<b>6. Refunds for Extra-Curricular Academy Activities or Trips</b>	<b>5</b>
<b>7. Review</b>	<b>6</b>

## 1. INTRODUCTION

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- 1.1 Legislation allows Academies to charge for certain activities, which take place both inside and outside, Academy hours.

## 2. AIMS AND OBJECTIVES

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- 2.1 This 'Policy in Practice' sets out the protocol for Attleborough Academy Norfolk by:
- stating the range of activities that organisations are permitted to charge parents and carers of students on roll;
  - stating the circumstances whereby parents and carers will be considered for the refund or omission of those charges.

## 3. SCOPE

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- 3.1 This is a 'Part 2 Attleborough Academy Norfolk Policy in Practice'. As such, it provides the protocol to be followed by Attleborough Academy Norfolk acting on the Part 1 Norfolk Academies Multi-Academy Trust Policy:

### Charging and Remissions

- 3.2. Part 2 policies state the procedure followed by the individual institutions relating to this policy.

## 4. CHARGES FOR ACADEMY ACTIVITIES

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- 4.1 The Academy Council of Attleborough Academy Norfolk has approved this Part 2 of the Norfolk Academies' Charging and Remissions Policy and these are the activities and materials for which you may be charged:

- **Music Tuition**  
Individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Academies may charge for instrumental tuition given to groups of no more than four students.
- **Ingredients and Materials**  
Ingredients and materials for practical subjects where parents/carers have indicated in advance that they wish to receive the finished articles.
- **Travel**  
The cost of travel when a student makes use of transport not provided by the Local Authority or Academy, to travel direct from home to an activity approved of, but not provided by the Local Authority or Academy.
- **Board and Lodging**  
Board and lodging will be charged in all cases where an Academy activity involves students in nights away from home.

### **Activities Outside Academy Hours**

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside Academy hours, where the student's participation has been agreed in advance by the parents/carers. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

### **Residential Trips Outside Academy Hours**

A residential trip is deemed to take place outside Academy hours if the number of 'missed' Academy sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

### **Public Examinations**

Charges are made for the entry of a student for a prescribed examination for which he/she has not been prepared by the Academy, or where the student entered for examinations in the same subject with two examination boards.

Other circumstances in which a student may be charged for an external examination are covered in the Academy's Examinations Policy.

## **5. REMISSION OF CHARGES**

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5.1 Only parents and carers who are in receipt of:

- Income Support
- Working Families' Credit
- Disabled Person's Tax Credit
- Income Based Jobseeker's Allowance

are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly to the Academy and where they relate to activities, deemed to take place wholly or partly in Academy hours.

5.2 Remission will not apply to such charges when they relate to activities wholly outside Academy hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the curriculum or fulfils duties relating to Religious Education.

5.3 Parents or carers who have difficulty meeting any charges should discuss the matter in confidence with the Principal.

## **6. REFUNDS FOR EXTRA-CURRICULAR ACADEMY ACTIVITIES OR TRIPS**

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6.1 Refunds for extra-curricular Academy activities or trips will only be given at the discretion of the Principal or when the total trip/activity has been cancelled by the Academy or organiser, less any non-refundable deposits. The organiser of the trip/activity will advise parents/carers if any deposits taken will be non-refundable when advising the total estimated cost of the trip/activity.

6.2 If contributions to an activity exceed the total cost a refund will be given, if excess is over £5.00 per student.

Excess income less than £5.01 per student will be paid into the Academy Fund account.

Excess of expenditure will be funded by the Academy Fund for the sole benefit of future educational visits or expenditure undertaken by the general student population.

## **7. REVIEW**

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- 7.1 This policy will be reviewed annually and possibly revised in the light of experience or because of operational, organisational or legal changes.