



Perry Beeches
The Academy Trust

Charges & Remissions Policy

Date policy reviewed and approved by Directors	March 2015
Current version	1.1

Reviewed Annually

Aims

- 1) To ensure that all students, during school hours, have the opportunity to attend any educational activity or trip. Where an activity/trip can only be viable with voluntary contribution, parents will be informed as to the level of contribution at the outset.
- 2) To ensure that the school is able to recoup any costs or charges incurred by use of its facilities or premises over and above that required to deliver the school's curriculum.
- 3) To ensure that the school is able to recoup any costs and charges incurred whilst fulfilling its obligation under the Freedom of Information Act.

Objectives

1. To increase confidence in students, and to support teaching and learning in specific areas of education.
2. To optimise the funding available to the school.

Best Practice

1. The Local Governing Body may make a charge for the following:
 - (i) Music Tuition except where such tuition is required as part of the syllabus for a public examination or the National Curriculum.
 - (ii) Education, Transport and Examination fees except where specifically prohibited.
 - (iii) Board and Lodging on residential activities in school time or as required for an examination course except for students whose parents are in receipt of income support or family credit.
 - (iv) Recovery of wasted examination fees.
 - (v) The replacement of lost books and damage caused through misbehaviour.
 - (vi) Reprographics and associated disbursements when the school is dealing with outside agencies.
 - (vii) Personal telephone calls made by staff.

- (viii) Use of school premises by outside agencies during Perry Beeches core usage time.
 - (ix) Recover costs from students who have been witnessed causing damage to school premises/property
 - (x) Hire of staff to support students in the neighbouring schools
2. Where an activity cannot be funded without voluntary contributions parents will be informed at the outset as to the level of contribution required to render the activity viable. Parents will be informed that there is no obligation to contribute but it will also be made clear that the activity will not take place unless there is the necessary level of support.
 3. The Local Governing Body will encourage parents to make voluntary contributions to their children's education by providing such items as pens, pencils, rulers, bags, materials, ingredients, etc. They recognise, however, that no student will be excluded from any activity by reason of the failure of a parent to make such a contribution.
 4. Where charging is permitted it will be the general policy of the governing body to recoup the full costs but it undertakes to keep this policy under review and examine individual cases of hardship.

Implementation

Notification will be via letters to parents and other agencies involved and via the staff handbook.

Accountability

All income and expenditure to be noted and assessed in order to determine value to student learning.

Evaluation

To be reviewed by the Local Governing Body on an annual basis.