



Charging and Remissions Policy

Introduction

Co-op Academy Priesthorpe recognises the contribution that additional activities can make towards students' all-round educational experience and their personal and social development. No charges are made for activities during Academy hours that are part of the National Curriculum or that form an essential part of the syllabus for an approved examination.

Charging

The Academy wishes to see the curriculum enriched as far as possible for the benefit of all students. It recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level.

The Academy therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy. Charges do not exceed the costs incurred.

- Trips and residential experiences in Academy time
The board and lodging element of residential experiences.
- Activities outside Academy hours
The full cost of trips, travel and accommodation which take place at weekends and during holidays, which are deemed to be optional extras.
- Materials and Ingredients (e.g. Design & Technology, Food Technology)
The cost of materials and ingredients if parents/carers wish to own the final product. In some instances, a limited stock of core materials and ingredients may be available to students.
- Acts of vandalism and negligence
The cost (in part or in its entirety) of damage to buildings or equipment which is the result of vandalism or negligence by a student.



- Examination fees
 - *Examination fees incurred by the Academy, where a student does not attend the examination and is unable to provide a medical certificate or other valid reason for non-attendance.*
 - *Examination fees incurred on behalf of external candidates. An additional administration fee may also be charged in these circumstances.*
 - *There may be a charge for examination fees if a parent has requested an additional subject entry which is not supported by the Academy.*

- Re-marks of exam scripts
The Academy has specific criteria for requesting re-marks of exam scripts. Parents will be charged if they request a re-mark which falls outside of these criteria.

- Music Tuition
Charges in respect of music tuition and practical examinations if they are not an essential part of the National Curriculum or a public examination syllabus. The cost of peripatetic instrumental lessons is subsidised by the Academy. Pupils eligible for the Pupil Premium are not charged for tuition.

- Bank Charges
Charges incurred in respect of returned/stopped cheques will be recovered from the payee.

- Other Charges
The Academy may charge for miscellaneous services up to the cost of providing such services.

Insurance

Insurance costs will be included in charges made for trips and activities

Remissions

Where the parent/carer of a student is in receipt of qualifying state benefits, the Academy will subsidise the cost of board and lodging if a residential experience takes place during Academy time and forms part of the syllabus for a public examination.



The Academy may remit other charges in full or part after considering other hardship cases. Parents/carers should speak to the relevant member of Academy staff in confidence in order to make them aware. The Principal will authorise remission based on the information provided.

Voluntary Contributions

Nothing in this policy precludes the Academy from inviting parents/carers to make voluntary contributions. The Academy is very clear that these contributions are voluntary and that students whose parents/carers do not contribute will not be discriminated against. If a trip is dependent on voluntary contributions but insufficient contributions are received, the trip may be cancelled for all students.

Freedom of Information Act and Subject Access Requests (GDPR)

Single copies of the information covered by Co-op Academy Priesthorpe's publication scheme are provided free of charge. The Academy reserves the right to make a charge:

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

In these cases, the requestor will be informed of the likely costs prior to fulfilling the request.

Monitoring and Review

The Academy will review this policy at least every two years and assess its appropriateness and effectiveness. The policy will be implemented throughout the Academy.

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