

Dixons Allerton Academy

Policy Documentation

Charging and Remissions

OUR VISION

To ensure all parties are clear in their responsibilities for charges for educational activities.

Responsibility for Review: Terry Archer – Finance Director



Statement of Policy:

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

Details of Policy:

Charges are not made for:

- admission to the Academy;
- education that takes place during officially recognised Academy hours (but see below);
- activities relating specifically to the Academy Curriculum;
- entrance fees for prescribed examinations;
- the first re-sit examination where the student has been attending specific re-sit lessons in a specific GCSE subject;
- where there are a large number of candidates with results that are unsatisfactory in a specific subject, and the Principal supports the request, the Academy will pay for an appeal;
- transport costs during Academy hours (but see 'Voluntary Contributions');
- Academy equipment, materials, facilities, etc.;
- activities or visits taking place wholly or mainly during Academy hours (i.e. at least 50% during Academy time); and
- education which relates to:
 - syllabuses for prescribed examinations,
 - the implementation of the National Curriculum,
 - Religious Education, or
 - musical tuition if it forms part of the curriculum or a prescribed syllabus.

Charges may be made for:

- optional extra activities which take place wholly or mainly outside Academy hours (i.e. at least 50% outside Academy time) and which are based on parental choice;
- individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination;
- wilful damage to Academy property, equipment or furniture;
- lost or damaged text or exercise books;
- ingredients and materials for subjects such as DT and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind);
- the recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the Academy has paid an entry fee;
- examinations for which a pupil has not been prepared in Academy or during Academy hours;
- examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the Academy;
- where amendments to examination entries are necessary after the deadline rule (NB. The Examinations Officer is responsible for any administration necessary to prevent a similar recurrence);
- board and lodgings on residential visits;

- re-sits for 'A' Level/'AS' modules or GNVQ unit tests (NB. It will be the responsibility of Heads of Departments to inform the Examinations Officer and collect payment from parents prior to the examination); and
- individual appeals by one candidate to the Board based on parental requests – payment must be made before the appeal is lodged.

Residential Visits

Charges for visits outside Academy hours (i.e. more than 50% of the time) can include:

- travel costs;
- board and lodgings;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- entrance fees to museums, theatres, castles, etc.; and
- insurance costs.

In certain circumstances there is no charge for board and camp lodgings where parents are in receipt of income support or family credit. These 'out of Academy' visits are not a matter for Governors' financial control; they come within the control of the Principal and the organising staff.

Visits during Academy hours (i.e. more than 50% of the time) can include:

- no charge for education provided;
- no charge for travel;
- charges may be made for board and lodgings (see above).

Remission of Charges

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

Voluntary Contributions

- These may be requested for any activity, whether during or outside Academy hours, residential or non-residential;
- there is no restriction placed on the use which can be made of such contributions;
- there will be no obligation to contribute;
- students will not be treated differently according to whether or not their parents have contributed; and
- if an activity/visit, etc., cannot be funded without certain voluntary contribution and if these indicated contributions are not forthcoming, the activity/visit might not take place.

This policy will be kept under review and parents will be informed in writing of any changes as and when they are made.