



VALLEY INVICTA
ACADEMIES TRUST

Charging and Remissions Policy

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Officer

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Charging and Remissions Policy

Introduction

This policy statement has been developed in accordance with sections 449-462 of the Education Act 1996 that set out the law on charging for school activities in schools maintained by local authorities in England.

The Trust recognises the valuable contribution that the wide range of additional 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.)

Charging

The Trust reserves the right to make a charge in the following circumstances for activities organised by the schools:

1. School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses;
2. Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad taking place at weekends and during holidays, which are deemed to be optional extras;
3. Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
4. Acts of vandalism and negligence: the Trust 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 student;
5. Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Trust may seek to recover the fee from the parent. There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.
6. Copies of policies or documents: an administration charge will be made for any copies required to cover the costs incurred by the academy.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Trust 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 Trust may remit charges in full or in part to other

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parents after considering other specific hardship cases. The Trust invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission. The Trust may remit charges in full or in part for a student allocated Pupil Premium funding.

Voluntary contributions

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

Refunds

When charges and voluntary contributions have been calculated on estimated costs, a refund will be available if actual costs per pupil are more than £10 or 5% (whichever is greater) less than estimated.

Monitoring, Evaluation and Review

The Trust will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the schools.