



The Sutton Academy

Charging and Remissions Policy

Status	Non-Statutory
Responsible Trustees' Committee	Finance & HR
Date last approved by TB	31/01/2023
Responsible Person	Mrs J Tallant
To Review Date	January 2023
Last Amended Date	January 2024



ANNEX 6 - CHARGING AND REMISSION POLICY

1 Objectives

- 1.1 The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy 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.)

2 Charging

- 2.1 The Academy reserves the right to make a charge for optional extras in the following circumstances for activities organised by the Academy:

- i ***Academy trips and residential in Academy time:*** the board and lodging element of the residential experience and outdoor pursuit courses;
- ii ***Activities outside Academy hours:*** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- iii ***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;

Agree to charge for lost or damaged textbooks, exercise books and breakages of any Academy equipment at cost if damaged or broken as a direct result of misconduct on the pupil's part.

Agree to charge at cost, any materials purchased by the Academy and offered to pupils for sale, e.g. stationery, calculators, art folders that may enrich pupils' learning, but is not a statutory requirement of the Academy to provide.

Agree to Departments selling goods not linked to the National Curriculum for a small profit to raise money for departmental resources.

- iv ***Acts of vandalism and negligence:*** the Academy 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;
- v ***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 Academy has paid an entry fee, the Academy 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 Academy.

- vi **Peripatetic music lessons:** Charges will not be made for class tuition during school hours. Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the syllabus for a prescribed public examination or is required by the national curriculum. No charge will be made for group activities e.g. school orchestras, which take place during school hours.
- A charge may be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a pupil is given the tuition. The charge can include:
- (a) the cost of the teacher
 - (b) the costs of sheet music, and
 - (c) the hire and insurance of a musical instrument.
- Parents are asked to make a term's commitment in advance to tuition. Parents will be charged termly at the beginning of their music tuition. Parents will be required to terminate music tuition at least one term in advance and in writing to the Head of Music. Should a pupil decide not to attend tuition at any time during a term period, no reimbursement of fees will be given.
- Tuition will be cancelled if payment is not received in advance. However, parents will still be liable for settling any outstanding amounts.
- The Academy reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teachers and parents.
- All of the above, agree to delegate responsibility to the Principal for the collection of charges.*

3 Remissions

- 3.1 Where the parent of a student is in receipt of qualifying state benefit(s), the Academy 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 Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 3.2 The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Academy 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 Trustees.

4 Insurance

- 4.1 Any insurance costs will be included in charges made for trips or activities.

5 Voluntary contributions

- 5.1 Nothing in this policy statement precludes the Academy from inviting parents to make voluntary contributions. The Academy should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

6 Other Forms of Financial Assistance to Parents and Carers

- 6.1 Parents may be eligible to the following entitlements. Confidential advice will always be provided by staff at the Academy.
- Free School Meals – where a family is in receipt of Income Support. Applications can be made to the Unified Benefits department at the Local Authority.
 - Free Clothing – assistance is given by means testing. Application forms available from the Local Authority.
 - Travel Claims – assistance may be given for students living over 3 miles from Academy and for students whose parents are on low income – further information is available from the Local Authority.
 - Hardship cases for trips which fall under extracurricular and trips that have a curriculum link (e.g. Theatre visits) can obtain funds from the Hardship fund which is managed by the Vice Principal.
 - Sixth form Bursary Grants provide funding for 6th form students whose families are in receipt low income, for further details please see the Director of Sixth Form and ask for the Post 16 Bursary Policy, the funding is available to support students with travel, books, trips and residential visits which are part of the curriculum.

7 Lettings and Use of the Sports Facilities

- 7.1 Charges for the use of the Sports Hall facilities and the MUGA are the responsibility of the Leisure Centre and bookable via the Leisure Centre.
- 7.2 Charges for the football pitches and external changing rooms are the responsibility of the Leisure Centre and are bookable via the Leisure Centre.
- 7.3 School Buildings. The cost of hiring the Arts Centre or a room at the Academy is £30.00 per hour with enhancements of cost x 1.5 for evening and Saturday use and cost x 2 for Sunday's dependent upon requirements.