

The Marlborough Science Academy <u>Charging & Remissions Policy GP25</u>	
Responsible Governing Body Committee:	Finances & Resources
Policy type:	Statutory
Date of Origin:	February 2008
Adopted by:	Governing Body
Author:	Diana Dean
Location:	
Filename:	

Review Due Date	Review Completed	Amendments Y/N
February 2010	January 2010	Y
	January 2014	Y
January 2015	January 2015	Y
January 2016	January 2016	Y
January 2017	January 2017	Y
January 2018	March 2017	Y
March 2018		

Other policies/procedures linked to this policy:

Examinations Policy

Financial Procedures Policy

Equal Opportunities Policy

Pupil Premium Policy

Attendance Policy

Status:

Statutory

Purpose:

- To enhance the learning of all our students by providing a broad and balanced experience beyond the school and the school day
- To establish a fair and consistent system of charges within the constraints of the school budget

Implementation:

Charges will not be made for any activities that form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements. Activities which are wholly or mainly within school hours should not normally be chargeable. In order for us to provide additional enrichment activities linked with the curriculum we may have to ask for a voluntary contribution, however no student's progression or attainment will be negatively affected by non-payment .

Exceptions:

- Cost of board and lodging for residential trips, which do take place during term time subject to statutory exceptions.
- Instrumental tuition on an individual basis, which is not part of an external examination course.
- In practical subjects, parents will be asked for the full or partial cost of material or ingredients if they wish to own the finished product.
- Payment for repair to school property, when the damage is caused by unsatisfactory behaviour by a student. Parents may also be charged the cost of any loss of, or damage to, any equipment/resources provided by the Academy, including text books.
- The school will normally meet the cost of examination entries for subjects taught within the school. In cases where candidates have failed to meet the school's entry criteria, but still wish to be entered, they may be asked to pay entry fees. The school will use its discretion in collaboration with students' parents regarding payment for resits/remarks depending on circumstances
- For post 16 students, should their individual attendance fall below 90% and there be no valid reason for this (for e.g. long term illness) then the school reserves the right to charge for their exam entries. If this is the case, then parents will be notified accordingly.
- A fee will be charged for lockers. This fee will be used to maintain and update the facility.
- Governors reserve the right to charge for optional extras for e.g. after school activities

(All trips include charges for any insurance costs).

Voluntary Contributions:

The Governors will continue to seek parental support via voluntary donations to enrich the curriculum and wider life of the school. Voluntary donations are requested for the annual school fund and to support a wide range of extra-curricular residential experiences. Voluntary contributions may be invited for trips that take place mainly within school hours. Students eligible for Pupil Premium funding will always have access to enrichment activities/extra-curricular activities to support learning, well-being and social development. The school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Support for parents facing financial difficulty/Disadvantaged students:

Requests for help from parents in receipt of statutory means tested benefit will be considered and assistance provided within the limits of the school's budget. Complete confidence will be observed in such matters.

Who/What was consulted?

Members of the Teaching and Learning Focus Group, SLT

Policies – "A Guide for School Governors and Headteachers" (Robbins, M and Baxter, M. 2003)

Arrangements for Monitoring and evaluation

To be monitored by the respective budget holders, the Finance Office & SLT, and the policy reviewed by the F & R committee