

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	July 2018	Y
July 2019	July 2019	N
July 2020	October 2020	Y
October 2021	October 2021	Y
October 2022	October 2022	Y
October 2023	October 2023	N
October 2024	October 2024	N
October 2025	October 2025	Y
October 2026	October 2026	
October 2028		

Other

Policies/procedures linked to this policy:

Examinations Policy
 Financial Procedures Policy
 Equal Opportunities Policy
 Pupil Premium Policy
 Attendance Policy
 Debt Management Policy

**Status:**

Statutory

Purpose:

- To enhance the learning of all our students by providing a broad and balanced experience beyond the Academy and the Academy day
- To establish a fair and consistent system of charges within the constraints of the Academy 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 Academy 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.
- 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 Academy 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, for example IT equipment, mobile phone pouches and textbooks.
- The Academy will normally meet the cost of examination entries for subjects taught within the Academy. In cases where candidates have failed to meet the Academy's entry criteria, but still wish to be entered, they may be asked to pay the entry fees and/or a deposit payment. The Academy 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 not be in line with whole school attendance and there be no valid reason for this (for e.g., long term illness), then the Academy reserves the right to charge for their exam entries. If this is the case, then parents will be notified accordingly. Additionally, should a student be found to be in breach of the exam board regulations during an exam, the Academy reserves the right to charge for the cost of the entry of that exam. Examples of when this could happen include if a student is found to have a phone or smart watch on (or near) their person during an exam

- A fee will be charged for lockers. This fee will be used to maintain and update the facility.
- The Academy reserves the right to charge for optional extras for e.g., after school activities
- Parents may be asked to purchase textbooks and/or other resources themselves. Any eligible DS students will have these provided by the Academy.

(All trips include charges for any insurance costs).

Voluntary Contributions:

The Academy will continue to seek parental support via voluntary donations to enrich the curriculum and wider life of the Academy, 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 Disadvantaged Students funding will always have access to enrichment activities/extra-curricular activities to support learning, well-being, and social development. The Academy 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 Academy's budget. Complete confidence will be observed in such matters.

Who/What was Consulted?

"Charging for School Activities" – DfE Guidance Published May 2018

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 bi-annually