

The Aylesbury Vale Academy Trust



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

Charges & Remissions Policy

Policy Reference:	AVA.018
Description:	This document provides a framework for the charging and remissions policy of the Academy
Status:	Statutory Policy
Policy Audience:	Students & Parents/Carers
Academy Contact:	School Business Manager
Other related AVA policies and procedures:	Equality Policy
Governor Committee:	Finance

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

AIMS

Our Academy aims to:

Have robust, clear processes in place for charging and remissions

Clearly set out the types of activity that can be charged for and when charges will be made

LEGISLATION & GUIDANCE

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

DEFINITIONS

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

The Governing Body recognises the valuable contribution that the wide range of additional activities (including clubs, out of Academy trips, residential trips and experiences of other environments) can make towards students' all round educational experience and their personal and social development.

CHARGING

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy:

Academy trips and residential trips in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses.

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.

Materials: the cost of materials or ingredients for design and technology and food technology, if parents/carers have indicated in advance that they wish to own the final product.

Acts of vandalism and negligence: the Governing Body 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.

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 Governing Body may seek to recover the fee from the parent/guardian.

There may be a charge for examination entry where there is a request from the parent/guardian for additional subject entries to be made which are not supported by the Academy.

Where a parent/guardian requests a remark on any examination sat by a pupil, in addition to those which the Academy exercising its own judgement decides to apply for, this fee may be requested which is refundable if a higher grade is awarded.

REMISSIONS

Where the parent/guardian of a student is in receipt of qualifying state benefit(s), the Governing Body will remit either partially or 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.

The Governing Body may remit charges in full or in part to other parents after considering whether the student qualifies for “pupil premium” or other specific hardship cases. The Governing Body invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission at his/her discretion or in consultation with the Chair of Governors.

INSURANCE

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

VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. Those who do not contribute will not be discriminated against, but if insufficient contributions are received the trip may be cancelled.

MONITORING ARRANGEMENTS

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every three years.

At every review, the policy will be approved by the governing body.