

HAMMERSMITH



Hammersmith Academy

Charging and Remission Policy

May 2018



1 Introduction

- 1.1 The Governing Body recognises the valuable contribution that a 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.)

2 Charging

- 2.1 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy:
- i *School 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, overnight stays and other approved activities in the United Kingdom and abroad which take place at weekends and during holidays, and which are deemed to be optional extras and therefore not part of the National Curriculum;
 - 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;
 - iv *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 conscious negligence by a student;
 - v *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, reimbursement of 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.

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.

The Academy will normally make a charge for resits or exam remarks.



- vi *Charges by third parties*: the Academy is permitted to charge for the provision of educational services by a third party.

3 Remissions

- 3.1 Where the parent of a student is in receipt of qualifying state benefit(s)¹, the Governing Body 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.
- 3.2 The Governing Body may remit charges in full or in part after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. If appropriate the Head will authorise remission in consultation with the Chair of Governors (see Financial Assistance Policy).

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 Governing Body from inviting parents to make voluntary contributions.
- 5.2 The Governing Body reserves the right to ask parents for voluntary contributions towards the cost of:
- i activities that take place during academy hours
 - ii academy equipment
 - iii academy funds generally

The continuance of an activity may depend on voluntary contributions, and if this is the case, the Governing Body or Headteacher must make this clear to parents at the outset.

¹ This eligibility criteria is aligned with free school meal eligibility criteria



6 Music Tuition

- 6.1 Charges for music tuition, provided either individually, or to groups of any size, must not exceed the cost of the provision, including the cost of the staff who provide the tuition. No charge may be made in respect of a student who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

7 Monitoring, Evaluation and Review

- 7.1 This policy will be reviewed at least every three years. The policy will be promoted and implemented throughout the Academy.
- 7.2 The approval of this policy will be delegated to the Finance & Estates committee.

Date of next review: May 2021

Associated policy: Financial Assistance