



Charging and Remissions Policy

1. Introduction

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. We aim to enrich the lives and experiences of our students, and to inspire them, by providing a wide range of learning opportunities both inside and outside of the classroom. We recognise the immense value of educational visits in broadening and enhancing the knowledge, skills and social experience of students and in supporting the development of character traits and learning dispositions that are fundamental to success in life. Such enrichment activities might include extra-curricular clubs, sports events and fixtures, cultural visits, music and theatre performances, adventure activities, educational conferences, and subject-related educational visits and competitions.

2. Charging

The Academy will not charge for:

- a) education provided during school hours (including the supply of any materials, books or other equipment)
- b) education provided outside school hours if it is part of the timetabled curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education
- c) tuition for a student, such as learning to play musical instruments if the tuition is required as part of the timetabled curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- d) entry for a prescribed public examination, if the student has been prepared for it at the school
- e) admission applications to the Academy
- f) examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy, except where the request for the re-sit is made solely by the parent and not the Academy

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

- a) *School trips and residential visits in school time*: the board and lodging element of the residential experience and outdoor pursuit courses
- b) *Activities outside school hours*: the full cost for each student for 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
- c) extended day services offered to pupils (for example breakfast club, after-school club)
- d) *Materials*: the cost of materials or ingredients for subjects where parents/carers have indicated in advance that they wish to own the final product
- e) *The loss or damage of equipment* e.g. musical instruments or text books, if students are taking items of value home
- f) *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
- g) *Music Tuition*: charges will be made in respect of individual music tuition and group music tuition of any appropriate size which is not part of the timetabled curriculum or prescribed Public Examination (see 2.c) above)
- h) *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/carer.

There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made or for a module or whole exam to be re-sat.

3. Voluntary contributions

Nothing in this policy statement precludes the Academy from inviting parents to make voluntary contributions, for example for curriculum trips or music lessons/instruments. The Academy should make clear that such contributions are voluntary, that children of parents/carers who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip/activity may be cancelled.

4. Remissions

The Academy may remit charges in full or in part to parents/carers after considering specific hardship cases. The Academy invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal makes decisions regarding authorising remission.

Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. This exemption will be reiterated in any correspondence regarding a residential trip.

5. Insurance

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

6. Charging and Remissions Procedures

- a) Staff organising a trip, visit, club or activity will notify parents/carers in advance of any likely costs. This information is communicated by letter, with a reply slip for parents/carers to accept the proposed costs. The letter will contain details of remission arrangements as set out in the Charging and Remissions Policy.
- b) The organising member of staff, in agreement with the Academy's Finance department, will set out the arrangements for collection of costs to parents/carers and make arrangements for the collection of monies with the Academy's Finance department.
- c) Collection of unpaid or late monies will be the responsibility of the Academy's Finance department.
- d) The Academy's finance department will keep accounts of all trips, visits, clubs or activities.

7. Legislation

This policy has been written in accordance with sections 449-462 of the Education Act 1996.

Reviewed June 2017