



Policy Name	Charging and Remission (Campus)
Policy Number	LFTSFQ/0011
Date of Issue	18 January 2021
Reviewed by	Mr M Rowe
Date of next review	18 January 2022

(1) Aims

Our Academies aim 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

(2) Purpose

A wide range of additional activities make a valuable contribution towards students' all round educational experience and their personal and social development. Tamworth Sixth Form Academy and QEMS are committed to the principle that every member of the Academy community is entitled to participate fully in the range of activities offered both within and beyond the curriculum.

(3) Charging

We reserve the right to make a charge in the following circumstances:

- 3.1 **Residential Trips held in Academy time:** the board and lodging element of any residential or outdoor educational programme. Any charge made for trips or activities will include insurance costs.
- 3.2 **Visits during the Academy day:** a voluntary charge will be made to cover the cost of educational visits and other activities. However, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.
- 3.3 **Activities held outside Academy time:** the full cost for each student of journeys, trips and residential fees in the UK and abroad which take place at weekends and during holidays, where these are deemed to be optional extras.
- 3.4 **Materials:** the cost of ingredients or raw materials used by students to make food or technology products where the product will be the property of the student.
- 3.5 **Acts of vandalism or negligence:** part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more students.
- 3.6 **Examination fees:** part or all of the cost of entry for an examination, either where the Academy considers the examination unsuitable for the student or where the student fails to complete all of the requirements for the examination without evidence of good reason, such as a medical certificate. Re-takes will also be charged.
- 3.7 **Loss of or damage to Academy books and materials:** deposits are taken for the loan of certain Academy items, such as text books. If these items are not returned to the Academy or they are returned in a damaged state that would prevent re-use, then the deposits may be retained either in whole or in part to cover the cost of replacements.

- 3.8 **Financial Support:** If any student is eligible for financial support, through the Vulnerable Bursary or Discretionary Bursary, they will be able to request – via the Business Manager – monetary assistance (please see relevant information regarding student support on our website).
- 3.9 **Music Tuition:** There will be a nominal charge for individual music tuition and a reduced cost should those lessons be delivered in small groups from peripatetic teachers. School subsidise these sessions and a parent contribution will be charged details of this will be explained in bespoke letters issued to parents and carers.
- 3.10 **Lettings:** School is available for outside lets and can be organised through the Business Manager. Charges are reviewed annually and documents produced alongside Health and Safety declarations.
- 3.11 **Mini Bus Travel:** School offers the students a pick up and drop off service in certain Tamworth areas. Students are given the opportunity to sign up for this and there will be a charge made per month for this service should the student wish of £25 or £12.50 dependent upon their need.

(4) Remission

- 4.1 Where those having financial responsibility for a student receive qualifying benefit, we will remit the full cost of board and lodging for any residential activity which the student is required to attend and which takes place within Academy time or is required for their studies at the Academy.
- 4.2 On a case by case basis, we may remit charges in full or in part in response to a parental request on grounds of financial hardship where the request has the support of the Principal. The Student Support Scheme (Discretionary Bursary and Free Meals in Education) Policy and the Pupil Premium Policy has further details on how to access this support.

(5) Voluntary Contributions

- 5.1 The Academies are able to ask for voluntary contributions from parents to fund activities during Academy hours, which would not otherwise be possible.
- 5.2 **There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.** If the Academy is unable to raise enough funds for an activity or visit, it will be cancelled.

(6) Monitoring, Evaluation & Review

- 6.1 The Policy will be promoted and published throughout the Academy.

GLOSSARY

- **Processes:** a series of actions or steps taken in order to achieve a particular end.
- **Charging and Remissions:** demand (an amount) as a price for a service rendered or goods supplied/the cancellation of a debt, charge, or penalty.
- **Voluntary:** done, given, or acting of one's own free will.
- **Replacement:** The action or process of replacing someone or something.
- **Negligence:** failure to take proper care over something.
- **Fee's:** a payment made to a professional person or to a professional or public body in exchange for advice or services.
- **Deposit:** a sum payable as a first instalment on the purchase of something or as a pledge for a contract, the balance being payable later.
- **Support:** give assistance to, especially financially.
- **Subsidise:** pay part of the cost of producing (something) to keep the selling price low.
- **Implementation:** the process of putting a decision or plan into effect; execution.
- **Hardship:** Severe suffering or privation.
- **Excluded:** remove from consideration.



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Date	18 January 2021
Change Made	Various
Made By	Mr M Rowe