



GRIMSBY INSTITUTE GROUP

Charging and Remissions Policy

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1. Aim

The Academy Grimsby (the Academy) recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential and experiences of other environments, can make towards a student's all round educational experience and their personal and social development. (Throughout this policy, the term "parent/carer" means all those having parental responsibility for a student.)

2. Purpose of the policy

To clarify the position on charging for activities and equipment.

3. Charging

The Academy wishes to see the curriculum enriched as far as possible for the benefit of all students. It recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level.

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

- *Academy trips and residential 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;
- *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;
- *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 the 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 which are not supported by the Academy.

4. Remissions

Where the parent/carer of a student is in receipt of qualifying state benefit(s), the Academy 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 Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Academy may remit charges in full or in part to other parent/carers after considering other specific hardship cases. The Academy invites parent/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The 14-16 Academy Head will authorise remission in consultation with the Senior Management Team.

5. Insurance

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

6. Voluntary contributions

Nothing in this policy statement precludes the Academy from inviting parent/carers to make voluntary contributions.

However the Academy is very clear that any such contributions are voluntary; that children of parent/carers who do not contribute will not be discriminated against.

If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

7. Procedure

Procedures to support this policy are appended.

8. Monitoring, Evaluation and Review

A senior member of the Academy staff will be identified to lead on the implementation of the policy. This individual will monitor the effectiveness of this policy and procedures and where necessary, make recommendations to the Group Senior Management Team for improvement.

Appendix 1

Procedure

1. Parental/Carer Letters

The following should be taken into account in respect of letters to parent/carers informing them of the activity.

- The wording should be adapted to suit but the spirit must be preserved. A copy of the letter should be available when the risk assessment is submitted for approval.
- On any letter about a residential visit which is essential to the curriculum and which involves some Academy time:
“If you wish for your son/daughter to go on this activity and you are on Family Credit or Income Support, then the Academy will meet the costs of the board and lodging. You are asked to contact the Academy Head; the matter will be dealt with in confidence.”
- On any letter relating to activities, inside or partly inside Academy time and **not essential** to the curriculum and not involving accommodation:
“You are invited to make a contribution to the cost of this activity. No student will be excluded from this activity simply because a contribution is not made. However the activity will have to be cancelled if there are insufficient contributions to cover the costs. If you would like to make a contribution, but are facing financial difficulties, the Academy may be able to help. Please contact The Academy Head or myself to discuss the matter in confidence.”
- On a letter relating to a **residential visit**, inside or partly inside Academy time and not essential to the curriculum, then a combination of both these paragraphs will be necessary.
- On any letter relating to activities **totally outside Academy time** (and such visits can not be essential to the curriculum):
“If you would like your son/daughter to be involved in this activity, but you are facing financial difficulties, the Academy may be able to help. Please contact the Academy Head or myself to discuss the matter in confidence.”

2. Charges

The Academy makes no charge for:

- lessons
- textbooks and equipment
- initial entries to public examinations
- activities, which are essential to the curriculum and take place within school hours
- essential protective clothing and equipment

However students should be provided with basic equipment for writing, clothing for physical education. Financial assistance may be available, please ask the Academy Head.

Parental/carer contributions will be requested for some activities, which are not essential to the curriculum or which take place partly outside school hours. No student may be excluded from such an activity if his/her parent/carers have not contributed. However if insufficient voluntary contributions have been made, then the activity will have to be cancelled.

If any family is on Income Support or Family Credit, then the full cost of board and lodging will be met by the Academy.

Some activities fall entirely outside Academy time and for these a charge will be levied. Any families requiring financial assistance should they have difficulty meeting the full costs should ask to speak to the Academy Head.

The cost of travel to games is partly met by a voluntary match fee and partly by a contribution by the Parent Teacher Association (PTA) or equivalent.

Charges can also be made for materials and ingredients where parent/carers agree, in advance, to own the finished product.

If damage is caused to Academy property by bad behaviour, the parent/carers will be asked to make a donation to cover the cost of repair or replacement.