Windsor Academy Trust

Charging and Remissions Policy	
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Introduction

This document sets out the overarching charging and remissions policy for Windsor Academy Trust and its academies.

Charges

Charges will not be made for any of the following:

- An admission application or process..
- Education provided during school hours including materials, books and equipment where the ownership of the item remains the schools.
- Education/activities provided outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the Pupil\Student is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition where it is an essential part of either the National Curriculum or a public examination syllabus being followed by the Pupil\Student. This does not include additional tuition provided at the request of the Pupil\Student's Parent/Carer.
- Transport of registered Pupil\Students to or from premises where the governing body has arranged for Pupil\Students to be educated at premises other than the school. Transport provided in connection with an un-chargeable educational visit.
- Entry for a prescribed public examination or examination re-sit(s), if the Pupil\Student has been prepared for it at the school.

Charges may/will be made for the following:

- Any materials, books, instruments, or equipment, where the Pupil\Student's Parent/Carer wishes the Pupil\Student to own it.
- Optional extras (see Optional Extras section for details)
- Music and vocal tuition in circumstances in accordance with DfE guidelines.
- Community facilities/lettings.
- Board and lodging for a Pupil\Student on a residential visit which is not part of the national curriculum or part of a syllabus for a prescribed public examination that the Pupil\Student is being prepared for at the school, or part of religious education.
- Public examination fees where the Pupil\Student has not been prepared for the examination by the school or where the Pupil\Student fails without good reason to meet the examination requirement for that syllabus.
- Examination re-marks where requested by the Parent and not supported by the school.
- Extended day services offered to Pupil\Students (for example breakfast club, after school clubs and supervised homework sessions).
- Damage to property and breakages.
- The provision of Training and Consultancy will be calculated with reference to the cost of delivery and market rates.
- The use of Trust premises is a chargeable item and is covered by a separate lettings policy for each School. For non-school based premises, charges will be applicable.

Optional Extras

Charges may be made for activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional Extras include:

- Residential trips/visits
- Extended day services
- Out of hours trips/activities
- Transport

Damage to property and breakages

- Where property has been wilfully damaged by a Pupil\Student or Parent/Carer the full or part cost of repair or replacement may be charged to the responsible party.
- Where property belonging to a third party has been damaged by a Pupil\Student, and the school has been charged, all or part cost of repair or replacement may be charged to the responsible party.

In all instances where charging is in place, Parents/Carers will be advised in advance.

Charges for activities are calculated based on the expected actual costs that will be incurred divided equally by the number of Pupil\Students participating. It will not therefore include an element of subsidy for any Pupil\Students wishing to participate in the activity whose Parents/Carers are unwilling or unable to pay. Should the required funding not be raised activities may be cancelled.

Remissions and concessions

The school will give consideration to the remission of charges to Parents/Carers who receive the following support payments:

- Universal Credit (or the legacy benefits this replaces: Income Support, Income based Job-seekers Allowance, Income-related Employment and Support Allowance, Child Tax Credit, Working Tax Credit)

- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.
- Pupil Premium allocation or free school meals

The Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and Pupil\Students, and this will be determined by the Headteacher.

Voluntary contributions

Voluntary contributions may be requested for general funds and/or to fund activities that will enrich our Pupil\Students education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear, if the activity is cancelled all monies paid will be returned to Parents. There is no obligation for a Parent/Carer to make any contribution and the school will in no way pressure Parents/Carers to make a contribution.

Refunds and Surpluses

Most optional trips will require a non-refundable deposit. If a student chooses to withdraw from a trip any non-refundable payment will be retained by the academy. Where the withdrawal is based on medical grounds each case will be reviewed on an individual basis. The deposit will only become refundable if the trip is cancelled by the academy.

Every effort is made to ensure the estimated cost of trips/activities is accurate and our policy is not to make a surplus. There may be occasions after making all associated payments a small surplus of funds remain, if this situation arises and the surplus is greater than 5% of the total trip cost and the calculated refund per person is greater than £10, refunds will be issued, otherwise any remaining funds will be retained and contributed to future activities.

End of Charging and Remissions Policy

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