



1 Introduction

The New Charter Academy recognises the valuable contribution that additional activities, experiences, trips and residentials can make towards a student's all round educational experience and their personal and social development.

This Policy details the circumstances where charges and remissions will be made by the Academy for such activities.

2 Charging

The Governing Body reserves the right to make a charge in the following circumstances:

- a) **Trips, residentials and activities in school hours:** the cost of the board and lodging element of the residential experience and any outdoor pursuit activities;
- b) **Trips, residentials and activities outside school 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;
- c) **Materials:** the cost of materials or ingredients for design technology and food technology, if parents have indicated in advance that they wish to own the final product;
- d) **Acts of vandalism and negligence:** the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment resulting from vandalism or neglect by a student;
- e) **Examination fees:** the Governing Body may seek to recover examination fees from the parent if:
 - i) a student has not regularly attended the lessons for a particular examination subject. Examination fees would be refunded if the student attends for the examination;
 - ii) a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, without producing a valid medical certificate;
 - iii) they have entered their child for additional examination subjects which were not supported by the Academy.

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3 Remissions

Where the parent of a student is in receipt of qualifying state benefits, 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 school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Academy is also prepared to consider hardship requests from parents who are not in receipt of benefits and may remit charges in full or in part after considering the individual circumstances. Parents should apply, in confidence, to the Executive Director.

The Executive Director will authorise remission requests in consultation with the Chair of Governors. Such request should be reported to the next meeting of the Board of Governors for information.

4 Insurance

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

5 Voluntary contributions

Nothing in this policy precludes the Academy from inviting parents to make voluntary contributions.

6 Monitoring, Evaluation and Review

The Governing Body will review the implementation and effectiveness the Charging and Remissions Policy every two years.

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