

## SOUTH BANK ACADEMIES

### Charging and Remissions Policy

The South Bank Academies (Trust) recognises the valuable contribution that the wide range of additional activities - including trips – make to students. The Trust will make it clear when voluntary contributions for its schools activities are requested and when there is a clear necessity to charge for activities. Where contributions are voluntary, activities may be cancelled if insufficient contributions are collected.

The following charges will be applied.

Ingredients and materials for all Design Technology material areas	School cost
School trips and residential in School time	Charge to parent or carer
Activities outside School hours, where these incur a charge	Charge to parent or carer
Exam fees	School cost
Exam fees where a student has not attended regularly or does not complete coursework	Charge to parent or carer
Recovery of fees for prescribed public exam wasted without good reason (e.g. non attendance at exam)	Charge to parent or carer
Exam entry when there is a request from the parent or carer for the student to be entered and the School does not believe the entry is appropriate/necessary	Charge to parent or carer
Trips in School time which are a compulsory part of a publically examined subject	Contributions sought from parent or carer. Trip may not be viable if budget is not met.

Materials and Textbooks	School cost
Acts of vandalism	The Schools reserve the right to recover part of, or the whole cost, of damage to buildings or equipment from the parent or carer
All PE activities during Academy time	School cost
Individual instrumental music tuition	Charge to parent or carer
Vocal tuition	Charge to parent or carer
Entry fees for music examinations	Charge to parent or carer
Entry fees for music examinations where the student does not attend either lessons or the exam or does not practice and prepare thoroughly once entered	Charge to parent or carer

### Remissions

Where the parent or carer of a student is in receipt of qualifying state benefits, the Local Governing Body may consider a subsidy on the cost of board and lodging for any residential activity that is organised for the student, which takes place within School time and which is core to the delivery of the full National Curriculum or course being studied by that student at that time. The Local Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Local Governing Body invites parents or carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of the Local Governing Body.

The Local Governing Body is under no legal duty to agree remissions and will consider each case individually. Remissions made are a goodwill payment on behalf of the School and do not constitute a regular practice or entitlement on behalf of other families at any point in the future.

Such decisions will be made based upon the financial position of the Schools budget and its ability to cover such costs. Where the School cannot finance such requests, activities may need to be cancelled if their costs cannot reasonably be covered.

### **Insurance**

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

### **Voluntary contributions**

Nothing in this policy statement precludes the Local Governing Body from inviting parents or carers to make voluntary contributions. The School will make it clear when such contributions are voluntary and that children of parents or carers who do not contribute will not be discriminated against. In the event that insufficient contributions are received, the trip or activity may be cancelled.

### **Catering**

The Schools have external catering contracts and will facilitate an online system to enable parents or carers to pay money into an account via their individual username and password. The system will be secure. The payments are received into the school's bank account and recorded against the student account. Meals are then purchased via a card or manual system and the meal cost deducted from the students account.

Students who receive free school meals have their accounts administered by the Schools. The Schools will advise parents and carers as soon as this system is operation with full details of how to use.

### **Monitoring, evaluation and review**

The Trust will review this policy each year to assess its implications and effectiveness. The policy will be promoted and implemented throughout the Schools.