

Charging, remissions & refund policy

Policy Version Control

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Description of changes from previous version. If none, state NONE.	Minor amendments
Responsible committee / individual	Finance Manager
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Rationale

The Education Act 1996 states that no school may charge for any activity which takes part in Academy time. Exceptions regarding music tuition and voluntary contributions are included in the guidelines of this policy.

Guidelines

1. Education during school hours

- 1.1 Any activity required by the syllabus for public examination, or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips.
- 1.2 Any activity wholly or mainly in Academy hours, other than the above, will require voluntary contributions towards the cost of the activity. The Academy reserves the right to cancel the activity if insufficient funds are available.
- 1.3 In certain circumstances, the provision of a trip in Academy time may be entrusted to a 'third party', for example a tour operator. ORA will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied direct on the parents by the third party.
- 1.4 Tuition in playing any musical instrument, where the tuition is provided either individually or as groups of no more than four pupils, other than as part of a prescribed examination syllabus, may be charged for.
- 1.5 There is no charge for group or class music tuition, but parents may be asked to make a contribution to the cost of hiring instruments or providing music.
- 1.6 On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in Art and Design Technology. This assumes that the parents will own the finished product.

2. Education outside academy hours

- 2.1 Any activity required specifically by the syllabus for a public examination or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips.
- 2.2 Charges may be made for off-site trips on the basis of parental willingness to pay for these "optional extras". No remission is available for these trips.

3. Public examination

- 3.1 No charges can be made for entering a student prescribed examination, nor for materials required for the examination.
- 3.2 The cost of rescrutinising the result of an examination may be passed on to parents.

3.3 A parent may request that a student should be entered for public examination at the parent's expense.

3.4 Where the Governors agree to enter a student for an examination for which he or she has not been prepared by the Academy (for example a re-sit with no additional preparation), the cost may be passed to the parents. Where a student re-sits an examination for which the Academy has earlier prepared him/her but where no additional preparation has been given since the original examination, the cost may be passed on to the parents.

3.5 If a student fails, without good reason, to complete the examination requirements (either by failing to complete coursework or by failing to attend the final examination), parents are obliged to refund the fees incurred by the Academy.

4. Breakages and Damages

4.1 The Governors are entitled to require parents to pay the cost of damage caused by the student's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text and exercise books.

5. Refund policy

Monies paid to the academy in respect of residential visits / other visits

All initial deposits are non-refundable and this is stated in initial letters to parents informing details of the forthcoming visit.

If a child is unable to attend at the last moment through illness, then a refund of cost can be given upon receipt of a doctor's certificate. The initial deposit still remains non-refundable.

If a child/parent changes their mind or moves school and withdraws from the trip then no refund can be given. Charges are made by providers upon receipt of the first deposit so the academy will be charged in full for the place reserved.

If a child is withdrawn from a trip, a refund of all payments will be made excluding the deposit.

Following the trip, if parental contributions have exceeded the costs incurred, a refund will be offered to parents. Parents are given the option of claiming the refund or requesting a transfer of the funds to their child's catering account. This will be carried out by letter to all participants.

Monies paid for music tuition

Should the academy be unable to provide the tuition through teacher illness then the lesson(s) will be refunded.

Should a child be unable to attend a lesson through no fault of the academy then no refund will be made – e.g. illness, football etc.

Should change of mind or withdrawal take place during the term then no refund can be made.

Dinner Monies

If monies have been paid in advance, any dinner money unused when the child leaves the academy will be refunded, where the balance exceeds £5.00.

Conclusion

The Governing Body will provide equal access to the Academy's curriculum provision recognising the diverse economic backgrounds of the families within its community.