

Ratified by FARC:  
17<sup>th</sup> April 2009

# Charging and Remissions Policy

Implementation: May 2009  
Review: May 2011



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## **1 Introduction**

- 1.1 The Oasis Community Learning Board/Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards pupils'/students' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## **2 Charging**

- 2.1 The Oasis Community Learning Board/Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy:
- i. *School trips and residential in school time:* the board and lodging element of the residential experience and outdoor pursuit courses;
  - ii. *Activities outside school hours:* the full cost for each pupil/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;
  - iii. *Materials:* the cost of materials or ingredients for subjects where parents have indicated in advance that they wish to own the final product;
  - iv. *Acts of vandalism and negligence:* the Oasis Community Learning Board/Governing Body 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 pupil/student;
  - v. *Examination fees:* if a pupil/student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil/student attends for examination.

If, without a medical certificate explaining the reason, a pupil/student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Oasis Community Learning Board/Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made or for a module or whole exam to be resat.

## **3 Remissions**

- 3.1 Where the parent of a pupil/student is in receipt of qualifying state benefit(s), the Oasis Community Learning Board/Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the pupil/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.

3.2 The Oasis Community Learning Board/Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Oasis Community Learning Board/Governing Body invites parents 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 Governors.

#### **4 Insurance**

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

#### **5 Voluntary contributions**

5.1 Nothing in this policy statement precludes the Oasis Community Learning Board/Governing Body from inviting parents to make voluntary contributions. The Oasis Community Learning Board/Governing Body should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

#### **6 Implementation, Monitoring, Evaluation and Review**

6.1 The Oasis Community Learning Board/Governing Body will review this policy every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

6.2 Implementation date: May 2009  
Review date: September – May 2011

## **Charging and Remissions Procedures**

1. Staff organising a trip, visit, club or activity will notify parents in advance of any likely costs. This will be done by letter, with a reply slip for parents to accept the proposed costs. The letter will contain details of remission arrangements as set out in the Charging and Remissions Policy.
2. The organising member of staff, in agreement with the Academy's Business Director, will set out the arrangements for collection of costs to parents.
3. The organising member of staff will agree the process for the collection of monies with the Academy's Business Director.
4. Collection of unpaid or late monies will be the responsibility of the Academy's Finance department.
5. The Finance department will keep accounts of all trips, visits, clubs or activities.