



CHARGES AND REMISSIONS POLICY

Committee/Person Responsible for Policy:	Finance and Audit Committee Headteacher
Date Approved by Full Governing Body:	11 th January 2023
Next Review Due:	January 2025- reviewed every 2 years

This policy has been authorised by the Governors of Foxwood Academy and is addressed to all members of staff and volunteers and is available to all parents/carers on request. It is also published on the Academy website.

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

Charges

The Governing Body **reserves the right** to make a charge in the following circumstances for activities organised by the Academy.

Activities outside Academy Hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside Academy hours:

Residential trips e.g. Activity Week (see Remissions)

Activities/trips if 50% or more of the period spent on the activity occurs outside Academy hours (not including lunch breaks)

Out of hour's clubs including transport home after a club (details of any charges will be published as part of the club details)

Individual Instrumental Tuition

The Governors will consider on an individual basis.

Activities

In order to make Academy funds go further, requests may be made for voluntary contributions for physical education/recreational events. Contributions will be averaged out over the year, and should be no more than £2.50 per week. Pupils across the Academy who are involved in Preparing for Adulthood Health, will be asked to contribute the full rate for sporting activities on a voluntary basis.

Children whose parents cannot or will not contribute, however, will not be left out of an activity.

If any activity cannot take place without some help from parents, this will be explained at the planning stage.

Charging in Kind

The governors recognise the valuable contribution Academy's can make to the range of educational experiences offered to their pupils by organising a range of visits and other non-classroom based activities, either inside or outside Academy hours. In these circumstances, it may be necessary to seek voluntary financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to Academy. For example;

- The cost of materials, ingredients, travel or equipment (or the provision of them by parents) for the following subjects:
 - Preparing for Adulthood Health - Food preparation/Cooking, sporting activities
 - Preparing for Adulthood Community - Entrance fees to places of interest – educational visits
 - Preparing for Adulthood Independence - Pupil travel costs

In calculating the cost of optional extras, an amount may be included in relation to:

- Materials, instruments and other equipment
- Non-teaching staff costs
- Additional Insurance costs
- The expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

The governors reserve the right to cancel any events where the level of voluntary contributions falls below a level that incurs too great a financial burden on the Academy.

Examination Fees

The Governors approve payments for the cost of public examinations.

Copies of Documents

Under GDPR, the right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why you are using their data, and check you are doing it lawfully. An individual is only entitled to their own personal data, and not to information relating to other people. You cannot charge a fee to comply with a subject access request.

However, as noted above, where the request is manifestly unfounded or excessive you may charge a “reasonable fee” for the administrative costs of complying with the request.

We can also charge a reasonable fee if an individual requests further copies of their data following a request. You must base the fee on the administrative costs of providing further copies. The rate for this service will be charged at £15 per hour.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge will be made.

This policy statement the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Breakages and Damage to Property

The Head teacher reserves the right to seek reparation from parents where their children cause breakage or damage to Academy property.

Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will remit in full, the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the Academy hours, or where it forms part of the syllabus for a prescribed public examination or the Curriculum.

In other circumstances, there may be cases of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

The Governors will agree and set aside a budget each year for student activities.