



Charging and Remissions Policy



Policy Name	Charging and Remissions
Committee	Finance and Audit
Owner	MAT Directors
Statutory	No

Date Ratified	Review Date
June 2021 Directors	June 2022

Terms of Reference

HIRE OF THE GUILSBOROUGH PREMISES

The Directors believe that premises should be available for use by the local and wider community at times when not used by staff and students, but subject to security and viability considerations. The Trust is particularly keen to enable primary schools and youth groups to use the specialist facilities available at Guilborough Academy. Priority will be given to those based within the catchment area.

Area	Charge 2020-21 Per Hour Not changed for 2 years
Sports Hall (including use of cricket nets)	Up to 7.00pm £40.00 7.15pm £42.50
Gym	7.30pm £45.00
Main Hall	
Outdoor tarmac'd area (tennis, netball ¾ hockey pitch)	

Hire after 7.30pm to be subject to security, staffing, insurance and viability considerations.



When calculating charges for other areas of the school, consideration will be made to the costs for staffing, heating, security and insurance associated with the letting. The Directors believe that the academy premises should be available to hire outside school hours from Monday to Saturday, excluding bank holidays, subject to security, staffing and viability considerations.

EDUCATIONAL VISITS

Policy

The Directors believe that students should be entitled to equal access to curriculum opportunities and to public examinations. Where activities are voluntary the school will always seek to support those students who are financially disadvantaged.

Procedures

- Governors will be responsible for approval of all foreign and residential trips. The Principal / Head of School will approve all other activities.
- Trip organisers will carefully calculate the costs to cover all expenditure, but not make any profit.
- Parents will be advised of the cost of trips/activities and offered access to financial support from the Governors' Hardship Fund where appropriate. See Remissions section at the end of this policy.
- Sixth form students who are eligible for the 16 – 18 Bursary Fund can apply for trips to be funded
- Where educational visits take place mainly or wholly outside normal school hours and an optional extra activity, parents will be asked to pay the full cost.
- Participation in any Optional Extra Activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.
- Where visits take place mainly or wholly within school hours and are regarded as desirable, but are an optional additional activity, rather than essential, parents will be asked to make a voluntary contribution, without which the visit may not be able to take place.
- Where visits take place mainly or wholly within normal school hours and are an essential part of the curriculum, no charge will be made. However, in some circumstances, in order to provide a better quality experience, a voluntary contribution may be requested. This may occur in the case of Geography and Biology 'A' level courses in the Sixth Form where field work is essential but residential visits to more distant locations provide better opportunities. In such cases financial support may be available from the Hardship Fund.

MUSICAL INSTRUMENT TUITION

Policy

The Directors seek to encourage the learning of musical instruments and support the provision of music both within the curriculum and as an extra curricular activity. All students are entitled to equal access to instrumental tuition and support is available from the Hardship Fund.

Procedures

- The level of subsidy from the main budget, towards the cost of purchasing tuition from NMPAT Music Services is reviewed annually in April.



- The school will endeavour to purchase from Northamptonshire Music Services sufficient tuition time to allow groups of two or three students of similar standard to be taught together.
- The cost of musical instrument tuition to students in small groups is reviewed annually in April, taking into account charges made by the NMPAT Music Service. The cost per term, per instrument for the academic year is £70.00 per term.
- The first term is paid on registration and invoices are raised for terms 2 and 4.
- Lessons will cease if fees are not paid.
- One term's notice must be given by parents to cease lessons.
- Students who are registered as Pupil Premium which includes all students eligible for Free School Meals currently, or in the previous 6 years are entitled to remission from the full cost of music fees for one instrument per child.
- Students are expected to take part in the various bands/orchestras and attend rehearsals regularly.
- All music exam fees and teaching books will be paid by parents.

PUBLIC EXAMS

Policy

- Fees for public examinations which form part of the curriculum will be paid by the school when taken for the first time.
- Charges will normally be made for re-sitting public examinations, except in exceptional circumstances when a decision will be made by the Principal.
- Examination entry fees will be recovered from parents if a pupil, without good reason, fails to sit the examination or fails to complete the necessary requirements. "Good reason" will include circumstances beyond the control of the pupil. Individual cases will be considered by the Principal.

Procedures

- The Examinations Officer or his/her Assistant will be responsible for establishing a system to recover charges where appropriate.

MATERIALS

Policy

- Parents will normally be required to pay for, or supply, any materials used in producing articles in school, (e.g. in craft subjects) where the parent has indicated before the requirement is made that he/she wishes the article(s) to be owned by them or the pupil.
- Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Procedures

- The subject teacher will be responsible for collecting monies due as appropriate and ensuring that they are paid into the Department Budget to reimburse the cost of the materials.



DAMAGE/LOSS TO PROPERTY

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal/Head of School may decide.

REMISSIONS POLICY

The Directors have introduced a system to help families on low incomes, parents who would qualify for support are those families who are in receipt of eligible benefits such as Income Support, Child Tax Credits, Income Based Job Seekers Allowance, Universal Credit etc or who face sudden financial hardship.

Where parents are on low income and wish to request financial support towards the cost of a trip or activity, they can do so by completing an application form and sending it to the Principal/Head of School who will consider each case individually. However, it is unlikely that this support will be available for optional, expensive, residential trips e.g. skiing or PGL activities holidays, except in exceptional circumstances.

Further information regarding Free School Meals eligibility is available from Northamptonshire County Council website or by email: reeschoolmeals@northamptonshire.gov.uk.