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Identify if policy is on FT web site or School web site	On website
Related Policies:	▪ Finance Handbook ▪ Debt Recovery Policy

Charges and Remissions Policy

1 Introduction

1.1 The Focus-Trust is required by law to publish a policy on charging for academy activities.

1.2 The Education Act 1996 established the basic principle that the education provided by any maintained school or academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no academy admission charge and no charge for any related activity which takes place during academy time (see exceptions below).

1.3 The Focus-Trust recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments, can make towards an all-round educational experience for pupils.

1.4 Throughout this policy, the term 'parents' means all those having parental responsibility for a pupil.

2 Charging

2.1 The Focus-Trust reserves the right to make a charge in the following circumstances for activities organised by an academy:

2.1.1 School trips and residential visits in school time: the board and lodging element of the residential experience and outdoor pursuit courses.

2.1.2 Optional activities outside academy hours: the full cost for each 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.

2.1.3 Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product.

2.1.4 Music tuition: provided it is not part of the national curriculum.

2.1.5 Music instrument hire and sheet music.

2.1.6 Acts of vandalism and negligence: the governing body on behalf of the Focus-Trust 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.

2.1.7 Late Collection of Children: Where a child is collected after the published end of the normal school day, or after the published finish time of a wraparound care session, after-school club, or other extended school provision, the Focus-Trust reserves the right to levy a charge to cover the additional staffing and administrative costs incurred.

The scale of charges will be determined and published by each school and

communicated to parents in advance. Any late collection charges incurred will be added to the parent's account and must be paid in accordance with the school's normal payment arrangements.

Repeated late collection or non-payment of charges may result in the withdrawal of access to wraparound care, after-school clubs, or other extended school provision at the discretion of the Principal/Headteacher

Focus-Trust may take appropriate action, in line with the Focus-Trust Debt Recovery Policy, where amounts remain outstanding for over 30 days.

3 Voluntary contributions

3.1 Nothing in this policy statement precludes the governing body from inviting parents to make voluntary contributions. The governing body should make clear that such contributions are voluntary and those children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip/event may be cancelled.

4 Remissions

4.1 Pupils whose parents are in receipt of certain support payments may be eligible for further remissions. The 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.

4.2 As a general rule, where the governing body assists in the meeting of costs it will not give a 100% subsidy in order to ensure that parents share a commitment to the activity concerned.

5 Insurance

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

6 Monitoring, Evaluation and Review

6.1 The Focus-Trust will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academies