



St Mary  
Magdalene  
Academy

## **Charging and Remissions Policy**

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”  
James 3.13

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## 1 Introduction

- 1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential and experiences of other environments, can make towards 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 All charges for income of any nature must be made through the Finance Department by the Finance Officer responsible for raising invoices. Likewise all monies received for such income must be directed to the cashier who is solely responsible for the receipt of all income entering the Academy. Official Academy receipts will be issued for all monies received.
- 2.2 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy:
- i *Academy trips and residential in Academy time (Appendix 1):* the board and lodging relating to the residential experience and outdoor pursuit courses;
  - ii *Activities outside Academy hours (Appendix 1):* 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;
  - iii *Materials and ingredients:* the cost of materials or ingredients for art and design, food, hospitality and catering, if parents have indicated in advance that they wish to own the final product;
  - iv *Acts of vandalism and negligence:* the 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 student;
  - v *Optional Extras:* charges may be made for costs relating to optional extras as defined in Appendix 2.
  - vi *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the 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 which are not supported by the Academy.

### **3 Remissions**

- 3.1 Where the parent of a student is in receipt of qualifying state benefit (Appendix 3), the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 3.2 The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. 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 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 Governing Body from inviting parents to make voluntary contributions.

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

- 6.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## **Appendix 1**

### **1 Non Residential Activities**

- 1.1 If 50% or more of the time spent on the activity occurs during Academy hours, it is deemed to take place during Academy hours. Time spent on travel counts in this calculation if the travel itself occurs during Academy hours. Academy hours do not include the breaks during the day.
- 1.2 Where less than 50% of the time spent on an activity falls during Academy hours, it is deemed to have taken place outside Academy hours. For example, an excursion might require students to leave the Academy an hour before the day ends, but the activity does not end until late in the evening.

### **2 Residential visits**

- 2.1 If the number of Academy sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during Academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Academy day, regulations require that the Academy day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

### **3 Example 1: Visit during Academy hours**

- 3.1 Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 Academy sessions, so the trip is deemed to have taken place during Academy hours.

### **4 Example 2: Visit outside Academy hours**

- 4.1 Students are away from Academy from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 Academy sessions, so the trip is deemed to have taken place outside Academy hours.

## Appendix 2

### 1. Optional Extras

1.1 Charges may be made for some activities that are known as “optional extras” and include:-

- i education provided outside of Academy time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or
  - c) part of religious education.
- ii examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the Academy;
- iii transport that is not required to take the pupil to Academy, or to other premises where the local education authority/Governing Body have arranged for the pupil to be provided with education;
- iv board and lodging for a pupil on a residential trip;
- v any materials, books, instruments, or equipment provided in connection with the optional extra.
- vi non-teaching staff;
- vii teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- viii the cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

1.2 Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It may not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during Academy hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can

be made for supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential trip.

- 1.3 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.

## **Appendix 3**

### **1 Remissions**

- 1.1 When the Academy informs parents about a forthcoming trip, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
- i Income Support;
  - ii Income-based Jobseekers Allowance;
  - iii Support under part VI of the Immigration and Asylum Act 1999;
  - iv Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £58,000 (June 2009).
- 1.2 If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The Academy should make it clear to parents at the outset what their policy is for allocating places on the trip will be.