



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

ST MARY MAGDALENE ACADEMY

Approval Committee:	Full Governing Body
Review Committee:	Finance, Personnel and Premises Committee (FP&P)
Last reviewed:	01/03/2017
Next review date:	Spring 2018
Required to publish on website?	Yes
Statutory?	Yes

CHARGING AND REMISSIONS POLICY

1.1 Introduction

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).

1.2 Charging

1.2.1 All charges for income of any nature must be made through the Finance Department by the Finance Manager 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.

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

1.2.2.1 Academy trips and residential in Academy time (Appendix 1): the board and lodging relating to the residential experience and outdoor pursuit courses;

1.2.2.2 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;

1.2.2.3 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;

1.2.2.4 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;

1.2.2.5 Optional Extras: charges may be made for costs relating to optional extras as defined in Appendix 2.

1.2.2.6 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.

1.2.3 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.

1.2.4 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.

1.3 Remissions

1.3.1 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.

1.3.2 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 in reference to the Academy's Hardship Fund Policy, for the remission of charges in part or in full. The Executive Director will authorise remission in consultation with the Chair of Governors.

1.4 Insurance

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

1.5 Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.

1.6 Monitoring, Evaluation and Review

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

1.7 Linked Handbooks

This policy can also be found in the Website Published Documents

Approval Committee	Review Committee	Last reviewed	Next review date:
Trust Board	FP&P	25 /11 2015	Autumn 2016

