



# Charging and Remissions Policy

July 2019

Review Due: July 2020

Co-ordinator – Ms Nicky Jones

**Introduction**

HMFA Board of Directors recognises the valuable contribution that the wide range of additional activities, including clubs, out of school 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 student.)

**Charging**

HMFA Board of Directors reserves the right to make a charge in the following circumstances for activities organised by the Academy:

1. **School trips and residential in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
2. **Activities outside school 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;
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;
4. **Acts of vandalism and negligence:** HMFA Board of Directors 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;

**Remissions**

1. Where the parent of a student is in receipt of qualifying state benefit(s) and choose to make an application for financial assistance, HMFA Board of Directors will subsidise the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time.
2. HMFA Board of Directors may remit charges in full or in part to other parents after considering other specific hardship cases. HMFA Board of Directors invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Executive Headteacher will authorise remission in consultation with the Finance Director.

**Insurance**

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

**Voluntary contributions**

Nothing in this policy statement precludes HMFA Board of Directors from inviting parents to make voluntary contributions. HMFA schools should make clear that children of parents who do not contribute will not be discriminated against, it may also be stated that if insufficient contributions are received the trip may be cancelled.

**Monitoring, Evaluation and Review**

HMFA Board of Directors will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Approved by HMFA Board of Directors .....Meeting Date

Signed ..... Chair of Directors

Signed ..... Headteacher