



# Charges and Remissions Policy

## Document Control

| Version | Author | Summary of Changes        | Approved By | Date Published | Date of Review |
|---------|--------|---------------------------|-------------|----------------|----------------|
| 1       |        | Music lesson              | CEO         | October 2019   | October 2020   |
| 2       | RGR    | Annual update, new format | F&O Comm    | Jan 2021       | Jan 2021       |
| 3       | AHA    | Annual update             | F&O Comm    | Jan 2022       | Jan 2023       |
| 4       | AHA    | Annual update             | F&O Comm    | Jan 2023       | Jan 2024       |
| 5       | AHA    | Annual update             | F&O Comm    | Jan 2024       | Jan 2025       |
| 6       | AHA    | Annual update             | Trust Board | Feb 2025       | Feb 2026       |

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## **1. Introduction**

Leger Education Trust recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, out of school trips and residential experiences of other environments, can make towards students' all round educational experience and their personal and social development. Each Academy Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of each Academy and as additional optional activities.

The Education Act 1996 establishes the basic principle that the education provided by maintained school/academy for its registered students should be free of charge. This basic underlying principle requires that there should be no admission charge and no charge for any education related activity which takes place during normal school hours. Exceptions to this general statement are identified below.

## **2. Charging**

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

- School trips and residential: All costs
- Activities outside school hours: All costs
- Materials: A contribution towards the costs of materials purchased by the academy in relation to items produced by students which will be taken home for personal use
- Musical Instrument Lessons: The full cost of tuition fees (unless a scholarship applies)
- Acts of vandalism and negligence: The Academy 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
- Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested. 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 Academy 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. If a late exam entry fee is the direct result of actions by a student or parent(s), the Academy Governing Body may seek to recover the fee from the parent

## **3. Remissions**

In respect of school visits and activities that are not specifically curriculum focused and /or take place during school holidays or weekends, no remission of charges or costs will be made.

Except for activities included in the paragraph above, the Academy Governing Body reserves the right to remit charges in full or in part to parents after considering specific hardship cases. The Principal/Headteacher will be responsible for authorising any such remission.

## **4. Refunds**

The Academy Governing Body reserves the right to refund charges in full or in part to parents in cases where a student is subsequently unable to participate in the trip/activity e.g. due to illness. An admin fee may be charged. The Principal/Headteacher will be responsible for authorising any such refunds.

## **5. Insurance**

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

## **6. Voluntary contributions**

Nothing in this policy statement precludes the Academy Governing Body from inviting parents to make voluntary contributions. Such contributions are voluntary and children of parents who do not contribute will not be discriminated against but, if insufficient contributions are received for a particular trip or activity then that trip or activity may be cancelled.