

Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Charging and Remissions policy
<p>Rationale</p>	<p>1. Introduction</p> <p>The schools within the Ninestiles Academy Trust operate on a local level (herein referred to as school(s)). Ideally, the schools would like to make no charge to parents or students for any activity that is relevant to educational provision, which occurs inside or outside the school. The limits of the schools' budgets, however, force us to make charges for certain activities and this policy outlines those areas.</p> <p>The schools recognise the valuable contribution that a wide range of activities, including clubs, trips and residential experiences, can make towards pupils and students personal and social education.</p> <p>The schools aim to promote and provide activities both as a part of a broad and balanced curriculum for the students of the school and as additional optional activities.</p> <p>Whilst wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, the schools reserve the right to make a charge for certain activities organised by them from time to time.</p>
<p>Policy statement</p>	<p>2. Charging</p> <p>a. Optional extras</p> <p>The schools endeavour to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in</p>

advance of any such activities and their estimated cost, and payment for the activity will be requested. Parent/carer consent will be obtained for a pupil's or student's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of the students' travel cost; the students board and lodging cost; materials, books, instruments, and other equipment; extra staff costs; entrance fees to museums castles, theatres etc.; insurance costs.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum then it is not regarded as an 'optional extra' and only board and lodging charges may be made.

b. Charging for residential activities

If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees etc. Parent/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for the students participating in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by the charge.

c. Materials, Equipment and Ingredients

The Schools reserve the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for students.

It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and options. (It remains the parent/carers responsibility to supply school uniform including PE kit).

d. Examination Fees

No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the school. If a student fails without reasonable cause to complete the examination requirements of any public examination for which the school has paid the entry fee, the school reserves the right to reclaim the fee involved from the student's parent/carer.

Where a student wishes to enter a public examination for a subject/course not delivered by the school, a charge may be levied if previously agreed by the parent/carer.

Subject Leaders recommend which of those candidates who did not reach their potential grade should be re-entered for exams at the school's expense.

(Exams Cost Centre). Parents/carers can request to pay for a re-sit if the school has not already recommended for this to take place.

e. Music Tuition

The school reserves the right to charge for individual tuition in the playing of a musical instrument whether in or out of school hours although currently music lessons are free to pupils and students.

f. Community Users

Schools may arrange to let its premises and facilities to members of the

	<p>local community, other organisations, businesses, charities and sports clubs. This is covered under a separate policy.</p> <p>g. General The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Parents/carers should advise their child (ren) not to bring valuables into school and states that the school takes no responsibility for any items lost or damaged.</p> <p>Purchase of additional equipment/texts (i.e. calculators, revision guides) will become the property of the student.</p> <p>The schools may from time to time amend the categories of activity for which a charge may be made.</p> <p>When seeking voluntary contributions from parents or students for a particular activity, the schools will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.</p> <p>3. Remissions Parents/carers may apply to the School for remission of charges in whole or part towards the charges for activities or for financial support. This is available on a case by case basis. The Schools may from time to time decide to remit all or part of the cost of activities, involving particular students. This will be at the school's discretion. In other circumstances, there may be cases of family hardship which make it difficult for pupils and students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the schools will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must contact the school's nominated staff member in charge of pupil/student support at their child's school, and, if requested, provide proof of their income or benefit.</p> <p>Authorisation of the remission will be made by the Principal, on behalf of the School. All parents/carers, however, will have the right of appeal to the school.</p> <p>In the main subsidies may be made for students who attract Pupil Premium, or a Looked After Child, but the subsidy would be reviewed on a need by need basis in light of budget constraints and the level of demand for remission.</p>
Monitoring and review	Audit committee
Links	Academies Financial Handbook Pupil Premium statement of expenditure
Staff responsible	Principals, Director of Operations, Principal Finance Officer
Committee responsible	Board of Directors
Date approved	May 2016
Review date*	May 2018

**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*