



The Liverpool Joint Catholic and
Church of England Academies Trust



Diocese of
Liverpool

CHARGING AND REMISSIONS POLICY

Review Period	Two Yearly
Person Responsible for Policy	Trust Director of Finance & Resources
Governing Committee	Trust Board
Date of Trustees Approval	December 2016
Date for Review	December 2018

1 Introduction

- 1.1 The Trust Board 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 child.)

2 Charging

- 2.1 The Trust Board reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- i *Academy trips and residential in school time*: the board and lodging element of the residential experience and outdoor pursuit courses;
- ii *Rewards Trips (i.e. trips not linked directly to the curriculum)*: the full cost for each student of journeys, trips and overnight stays
- iii *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;
- iv *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;
- v *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;
- 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(s), 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 school 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.