Ormiston Shelfield Community Academy

Charging & Remissions

Policy

Policy Reviewed: October 2026

Description of Changes:	October 2026 ▪ Section 6 re-written to provide clarity and meet requirements of the Education Act 1996
	July 2026 ▪ Sections re-numbered throughout ▪ Section 10 – references to faxes removed

Next Review: October 2027

M.Shillam

Contents

1. Introduction
2. Aims
3. Practical Subjects
4. Transport
5. Optional Extras
6. Board & Lodging
7. Tuition in the Playing of a Musical Instrument
8. Public Examinations
9. Breakages
10. Private Use of Academy Facilities
11. Monitoring & Evaluation

1. Introduction

1.1 It is the right of every student to receive free school education and activities offered wholly, or mainly, during normal teaching time. This must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

2. Aims

2.1 Whilst recognising that legislation provides schools with the discretion to charge for optional extras provided wholly, or mainly, out of school hours and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours, the academy will always take particular account of students whose families are suffering financial hardship.

2.2 Decisions will be made on educational grounds and the academy will endeavour to ensure that any activities which are deemed to take place mainly or wholly in the academy day do not disrupt students' education.

The academy policy on specific matters relating to charging and remission is as follows:

3. Practical Subjects

3.1 Where parents have indicated in writing that they wish to own a finished product, the academy may make a charge. The charge shall not exceed the cost of the materials used by the student.

4. Transport

4.1 Where a student travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel.

5. Optional Extras

5.1 A charge may be made for optional extras provided wholly or mainly outside school hours except where such activities are provided:

(a) To fulfil any requirements specified in the syllabus for a prescribed public examination.
(b) Specifically to fulfil statutory duties relating to the curriculum.
(c) Specifically to fulfil statutory duties relating to Religious Education.

5.2 Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges.

5.3 The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating pupils, and may include elements for:

- A student's travel costs.
- A student's board and lodging costs.
- Entrance fees to museums, castle, theatres etc.
- Insurance costs.

6. Residential Visits and Remission of Charges

6.1 A charge may be made for board and lodging in connection with residential activities provided that the charge does not exceed the actual cost incurred by the Academy.

The Academy will not charge for education provided during the visit, where a residential activity takes place wholly or mainly during school hours, or where the activity is required as part of:

- the National Curriculum
- a prescribed public examination syllabus; or
- statutory religious education

6.2 The Academy will provide for the complete remission of board and lodging charges associated with residential visits where:

- the residential visit falls within the categories set out above; and
- the parent/carer is in receipt of one or more qualifying benefits as defined by current legislation and Department for Education guidance.

Qualifying benefits will be determined in accordance with the eligibility criteria published by the Department for Education from time to time.

7. Tuition in the Playing of a Musical Instrument

7.1 Where students receive peripatetic music lessons and are not studying towards a GCSE in music the academy will charge parents a minimal cost to contribute towards the lessons.

7.2 The charge will include the cost of the teacher (based on a pro-rata calculation of his salary) and, where appropriate, the cost of sheet music and hire and insurance of the instrument. The charge will be collected by the academy and forwarded to the Authority.

8. Public Examinations

8.1 Where a pupil has not been prepared for a public examination by the academy (including GCSE resits) but has been allowed by the academy to sit the examination at the Academy as an examination centre, the academy may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge.

8.2 Where the academy prepares a student for a public examination not prescribed in regulations, even outside school hours, a charge should not be made for teaching costs or for the examination entry fee.

8.3 Where a student fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, the Academy may recover the fee from the parents regardless of whether the examination is prescribed.

9. Breakages

9.1 Parents can be asked to pay for the cost of replacing broken windows, damaged books or computer equipment etc., where this is a result of pupils' behaviour.

10. Private Use of Academy Facilities

10.1 Governors delegate the responsibility for determining charges for the private use of academy facilities by members of staff, for example private telephone calls, reprographics use, to the Principal.

11. Monitoring & Evaluation

11.1 This policy will be reviewed annually.