



Charging and Remission Policy

PURPOSE

Author:	Financial Controller	Approval:	CFO
Owner:	Network -wide Tailored by school	Key Contact Name:	Board
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Type of	School:		020 3116 0800
	N/A		

POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
Strategic Leadership & Planning Monitoring, Reporting & Data Governance & Accountabilities Teaching & Learning Curriculum & Assessment Culture, Ethos & Wellbeing Pathways & Enrichment Parents & Community Finance, IT & Estates Our People	Income generation

1. Introduction

Ark Schools recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards a pupil's 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

Our academies will not charge for:

- Education provided during school hours including the supply of any materials, books, instruments, or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
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- *Acts of vandalism and negligence*: our academies reserve 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 pupil.
- *Examination fees*: if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, and will be refundable if the student attends for the examination.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the academy 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 or for a module or whole exam to be re-taken.

3. Remissions

Our academies may remit charges in full or in part to other parents after considering specific hardship cases. The academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal holds discretion to authorise remission.

Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003, the eligibility criteria that entitles families to an exemption from paying for the cost of board and lodging on residential visits has been aligned with free school meals eligibility criteria. This exemption, including how receiving certain state benefits will automatically qualify for remission, will be reiterated in any correspondence regarding a residential trip.

4. Insurance

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

5. Voluntary contributions

Nothing in this policy statement precludes our academies from inviting parents to make voluntary contributions. Our academies should make clear that such contributions are entirely voluntary, and that children of parents who do not contribute will not be discriminated. Our academies will make it clear that if insufficient contributions are received, in certain circumstances, the trip may have to be cancelled.