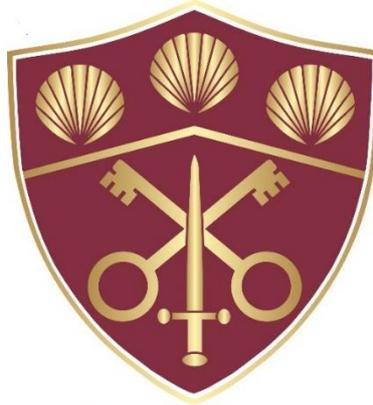


*Ad Gloriam Dei et Servitium Omnium*

# **CHARGING AND REMISSIONS POLICY**

**The Palmer Catholic Academy**

## MISSION STATEMENT



The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.



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# The Palmer Catholic Academy

Headteacher – Mr Paul Downey

## Named personnel with designated responsibility for Charging and Remissions

Academic Year	Business Manager	Designated Governor for Finance	Chair of Governors
2019-2020	Mrs Ferris-Appiah	Mr Jacobson	Mrs Leslie-Povoas
2020-2021	Mrs Ferris-Appiah	Mr Jacobson	Mrs Leslie-Povoas
2021-2022	Mrs Ferris-Appiah	Mr Jacobson	Mrs Leslie-Povoas

### Policy Review

This policy was reviewed and adopted by the Local Governing Body

This policy is due for review in November 2023

Signature ..... Date .....

Headteacher

Signature ..... Date .....

Chair of Governors

## **CHARGING AND REMISSIONS POLICY**

The Governing Body of The Palmer Catholic Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of academy trips, residential trips 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.)

The legislation governing the charging for academy activities is set out in the Education Act 1996: Sections 449-462. The Governors wish it to be known that their charging policy is as follows:

### **1. Education during school hours**

The basic principle underlying this provision is that any form of education provided during the school day must be free of charge subject to the exemptions below:

Charging in kind: The academy may charge for the supply of materials, e.g. in D & T if parents have indicated in advance their willingness to own the finished product.

### **2. Education outside school hours**

No charges will be made for education or associated incidentals where the education is provided to fulfil the requirements of a specified public examination syllabus, e.g. Field Courses in GCSE Biology and Geography and GCSE A-Level Biology and Geography. The only charge which may be made will relate to the cost of board and lodging on residential visits.

### **3. Voluntary Contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions to support visits and activities. The Governors wish it to be known that they will continue the practice of requesting parents to make voluntary contributions to support academy activities which by tradition have taken place partly or wholly during the school day, e.g. Renewal days at Walsingham House, Theatre, Museum and other educational visits of a similar nature.

### **4. Breakages and fines**

The Governors wish parents and students to know that they may require parents to pay the full cost of replacing broken windows or defaced, damaged or lost equipment, including text books.

### **5. Public Examinations**

The Governing Body will pay the costs for entering each student for their initial public examinations at GCSE, AS and A2 levels. However, parents will be asked to pay the costs of entry in the following circumstances:

- a) Where a parent requests that part (e.g. an individual module or paper) or a whole exam is retaken.
- b) Where a parent requests a student to be entered for an exam for which the student has not been prepared by the academy.
- c) Where a parent requests an examinations script to be remarked and/or reviewed.
- d) Where a student fails, without good reason, to complete the examination requirements. Failure to complete coursework requirements and/or failure to set final examination paper.

The costs for re-sit examination must be paid for in full before examination boards are notified.

## **6. Remissions Policy**

Where the parents of a student are in receipt of qualifying state benefit(s) the Governing Body will remit in full the cost of board and lodging for residential trips that form part of the students' GCSE, AS or A2 Examination Course. The cost of materials and activities outside school hours will be remitted in full.

The academy may remit charges in full or 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 Headteacher will authorise remission in consultation with the Chair of Governors.

The Governors may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.