



*Aspiring to Excellence*

## CHARGING AND REMISSIONS POLICY

**The Cedars Academy**

**Date of Policy: 2018 - 2020**

### **1. Books, Stationery, Printing and Equipment**

We may charge for specific text books and revision guides required as part of the National Curriculum. Alternatively, pupils may have the opportunity to borrow books for study.

Parents will be expected to buy their children their own stationery such as pens, pencils, calculators etc however, subject departments may loan such items on request.

All pupils will receive a copy and print allowance that is deemed sufficient for their studies. A minimal charge may be required for all copying & printing over and above their individual allowance.

Parents of pupils who lose, do not return or damage books, stationery or equipment are expected to pay for their replacement or repair.

### **2. Residential Trips:**

Accommodation, travel and associated costs relating to residential visits will be charged.

### **3. Out of Hours Activities**

Activities such as theatre visits, which take place out of academy hours and are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties to the National Curriculum, will be charged to parents.

### **4. Non Curriculum Teaching & Examination**

The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside academy hours (e.g. at an evening class) will be charged.

### **5. Re-Examinations**

Non-attendance (without reasonable reason) or resits of prescribed public examinations will be charged.

### **6. Curriculum Materials**

Parents of pupils who are on practical courses (eg. Food Technology and Design) and who wish their children to own the finished product, will be charged for the materials used.

### **7. In-Academy Activities**

The cost of activities, including day trips within the academy day, may be met by parents' voluntary contributions. In circumstances where there is no funding for the activity, the Academy will have to collect voluntary contributions towards these in advance of the activity

taking place, so that if the sum collected is insufficient to cover the costs incurred, the activity can be cancelled and the money returned without financial loss.

Pupils will never be treated differently whether or not their parents have made any such payment.

**8. Work Experience**

A charge will be made for travel to work experience where we will be arranging the transport.

**9. Peripatetic Music Lessons**

90% of the lessons will be charged to parents to enable the Academy to support as many pupils as possible. The Academy will pay the balance of the lessons dependent on commitment and attendance.

**10. Clothing**

Parents of pupils are expected to purchase The Cedars compulsory uniform from the academy's uniform suppliers. Some assistance may be available for pupils on the pupil premium register or currently in receipt of free school meals.

**11. Loss or Damage to Academy Property**

Parents of a pupil who damages or loses any item of academy property or equipment including, for example, windows or computer software, are liable for the cost of repair or replacement.

**12. Additional Voluntary Charges**

Additional charges may apply for activities you or child voluntarily participates in, such as annual prom tickets, photographs, show attendance & year books.

**Additional Information**

All charges made will be at cost to the Academy, apart from certain fundraising activities that fall under 'Additional Voluntary Charges', and in all instances value for money will be sought. For pupils in receipt of free school meals or on the pupil premium register, some of the costs above may be funded by the Academy, at their discretion, such as residential visits and/or compulsory uniform.