



# **HARMONIZE ACADEMY**

## **CHARGING AND REMISSIONS POLICY**

<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL</b>
<b>DATE POLICY PREPARED:</b>	<b>APRIL 2013</b>
<b>DATE FIRST RATIFIED BY GOVERNING BODY:</b>	
<b>DATE POLICY REVIEWED:</b>	<b>SEPTEMBER 2024</b>
<b>DATE FOR NEXT REVIEW:</b>	<b>SEPTEMBER 2026</b>

**Trust, Respect, Compassion, Forgiveness**

# Charging and Remissions

## Introduction

Harmonize Academy considers a wide range of enrichment activities, including outside school trips and experiences of other environments as an essential contributor to the students' all-round educational experience and their personal and social development. It is therefore, the school's policy not to charge, as far as possible, for such activities as are carried out as part of the alternative provision's "normal" curriculum.

Cases in which the Governing Body reserves the right to charge are given below.

*(Throughout this policy, the term "parents" refers to all those having parental responsibility for a child.)*

## Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organized by the school:

- *School trips and residential in school time:* a contribution towards the board and lodging element of the residential experience and outdoor pursuits courses where the Academy has not raised funding from elsewhere to fully cover these elements.
- *Pre-booking fee for school trips and residential in school time:* a token payment where this is seen as an incentive for students to honour their commitment to attend.
- *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.
- *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.
- *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 the 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.

Due to student disadvantage, it is part of the Academy's ethos not to charge for the above activities as far as possible.

**Remissions**

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 authorize remission in consultation with the Chair of Governors.

**Insurance**

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

**Voluntary Contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that, if insufficient contributions are received the trip may be cancelled.

**Monitoring, Evaluation and Review**

The Governing Body may review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

For further guidance, see <https://www.gov.uk/government/publications/charging-for-school-activities>