



CHARGING AND REMISSIONS POLICY

This policy is applicable to all students, staff and parents of The Wellington College Academy Trust.

DOCUMENT CONTROL

Responsible position:	Approved by:
Finance and Operations Director	Executive Headteacher
Version number:	Date approved:
6.0	March 2018
Review Period:	Next review date:
Annual	March 2019

RELATED POLICIES AND DOCUMENTS

Policy Name	Date Issued
Trips and Visits Policy	October 2014
Education Reform Act	Jul 1988
Charging for School Activities – DfE	October 2014

REVISION RECORD

Date	Version	Revision Description
Jan 2013	1.0	Written in line with current legislation and policies
Feb 2014	2.0	Updated with current policies
Sept 2014	3.0	Updated for MAT purposes and with current policies
Nov 2014	4.0	Updated with DfE guidance
December 2014	4.1	Updated for Boarding purposes
March 2017	5.0	Annual review
March 2018	6.0	Annual Review

INTRODUCTION

This policy statement has been drawn up by Wellington College Academy Trust in accordance with the requirement of Section 110 of the Education Reform Act 1988.

1. SCOPE

In this policy statement:

- '1988 Act' means the Education Reform Act 1988.
- 'Prescribed public examination' means any examination which is specified in Regulations made by the Secretary of State for Education and Science under the 1988 Act.
- 'Outside school hours' means those times treated as outside school hours following the application of the calculations contained in Section 107 of the Education Reform Act 1988.
- 'Statutory duties relating to the National Curriculum' are those imposed by Section 10 (2) of the Education Reform Act 1988.
- 'Statutory duties relating to religious education' are those imposed by Section 10 (1)(b) of the Education Reform Act 1988.

AIMS

Wellington College Academy Trust's (the Trust) policy on charging and remission, firmly believes that no student should be excluded from an activity on the grounds of cost. We do ask parents and carers for voluntary contributions to fund certain activities wholly or partly in school time, which would be prohibited otherwise. However, no student is excluded from any such activity on the basis of a non-contribution and a small amount of our funding is set aside in an attempt to resolve this need when it arises.

RESPONSIBILITIES

CHARGES

The Board of Directors reserves the right to make a charge in the following circumstances:

- 4.1 Provision of board and lodging: Charges are made for boarding, flexi boarding and day boarding.
- 4.2 School journeys during school hours for education off site: Charges for off-site board, entrance fees, dedicated staff costs and voluntary contributions for other costs including transport.
- 4.3 Individual music tuition which takes place in or out of school hours and which is not provided as part of the syllabus for a prescribed public examination, or to fulfil the requirements of the Curriculum
- 4.4 Activities which take place outside school hours, which are not provided as part of the syllabus, for a prescribed public examination and are not required in order fulfilling statutory duties relating to the Curriculum or to Religious Education
- 4.5 Board and lodging on all types of residential visits
- 4.6 Examination fees for entering students for public examinations which are not prescribed in Regulations made under the 1988 Act.
- 4.7 Examination fees for entering students for prescribed public examinations in a syllabus other than that for which they have been prepared at the school



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- 4.8 Preparing students for non-prescribed public examinations where the preparation takes place outside school hours
- 4.9 Entering students for re-sits of prescribed public examinations where no further preparation has been provided by the education establishment
- 4.10 Charging in Kind: For the cost of materials, ingredients, equipment (or the provision of them by parents) provided the parents have indicated in advance that they wish to own the finished product. This will apply in particular to Food Technology/Textiles, Design Technology, Construction, Art/Ceramics and Photography but may in special circumstances apply to other subjects.
- 4.11 Breakages or damage to Trust premises and equipment etc: Damage as a result of pupil's behaviour or negligence.
- 4.12 Trust Administration: In cases where Trust staff are involved in support activities, outside their normal duties, the Trust reserves the right to charge a suitable levy.
- 4.13 Lockers: Lockers where available for rental. A £10 deposit is required for a key and is refundable on the return of the key. Replacement keys will be charged at £5.
- 4.14 Non return of Trust books (library or curriculum): lost books will be charged at the full replacement costs.
- 4.15 Travel to and from airports or train stations, (for boarders) in the Boarding Minibus or Taxi.

VOLUNTARY CONTRIBUTIONS

To seek voluntary contributions from parents, so that activities during academy hours, for which charges may no longer be made, can continue. Such voluntary contributions may relate to activities within or outside academy hours, but the following conditions will apply:

- 4.15 There will be no obligation to contribute, and alternative provision will be made for students to stay in the academy to cover that particular curriculum area
- 4.16 Students will not be treated differently if parents do not contribute
- 4.17 An initial letter will be sent to parents, outlining the activity and costs
- 4.18 It will be made clear to parents that If costs cannot be met by contributions (with any approved subsidy/remissions costs) the activity will be cancelled
- 4.19 The total charges made should not exceed the total cost.

WORK EXPERIENCE

In accordance with the Education Reform Act 1988, the Board of Directors expects that the travel costs from home to place of work are met by parents when students are on work experience placements.

REMISSION OF CHARGES



Remission of any charges levied by the Trust will normally be granted (except in the case of the finished products of practical lessons) where:-

- 4.19 Parents are in receipt of family credit or income support (and in the case of board and lodging the activity can be classified as taking place in school hours, and if outside school hours is provided specifically to fulfil requirements of the Curriculum, Religious Education or a syllabus of a prescribed public examination, or
- 4.20 Parents are in receipt of a maintenance grant and/or fee transport if the student is aged 16+ (and where board and lodging is concerned the activity can be classified as taking place in school hours), or
- 4.21 The Executive Principal/Head of Academy and/or the curriculum director/phase leader has recommended remission of the charges individual cases of hardship