The Park Federation Academy Trust
Montem Academy

Charging and Remissions Policy

2026-2027

Version History

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors		Commentary
Date of approval	September 2015	
Date of review	September 2016	
Date of review	September 2017	
Date of review	September 2018	
Date of review	September 2019	
Date of review	September 2020	
Date of review	September 2021	
Date of review	September 2022	
Date of review	September 2023	
Date of review	September 2024	
Date of review	September 2025	
Date of review	September 2026	Changes to Remissions considered
Date of next review	September 2027	

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Section 1: Introduction

The Park Federation Academy Trust sets out when an academy might charge a parent or carer for activities undertaken by a pupil and how these charges might be remitted.

Section 2: Charges

Education provided by the Trust is free of charge, if it takes place wholly or mainly during school hours.

If the number of places available for a particular activity is limited, the Academy Council or Board of Directors reserve the right to decide which pupils should be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.

Activities which take place mainly outside normal school hours are deemed "optional extras" and the Academy Council and Board of Directors reserve the right to charge to meet the cost of the provision of these activities.

When an activity takes place during and partly outside school hours, the Academy Council and Board of Directors reserve the right to implement these conditions:

2.1 Day Visits/Visitors

Where a whole class will experience a visit that will enhance, enrich and bring relevance to the curriculum, then the Academy Council or Board of Directors reserves the right to ask for voluntary contributions. If insufficient voluntary contributions are received, the Academy Council and Board of Directors reserve the right to cancel the visit. No children will be excluded from the visit if their parents cannot or do not wish to make a contribution.

2.2 Residential Visits

Any venue selected must accept <u>all</u> the children of that age group. The Academy Council or Board of Directors reserve the right to charge directly to the parents the costs of travel, board and lodgings as the activity involves nights away from home. They also reserve the right to ask for voluntary contributions for all remaining costs, e.g. materials, books and equipment, entrance charges to facilities, and insurance. As in Day Visits, if insufficient voluntary contributions are received, the Academy Council or Board of Directors reserve the right to cancel the residential visit.

Should the visit be outside normal school hours e.g. during holidays then the Academy Council or Board of Directors reserve the right to charge the parents for all the costs.

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2.3 Cooking/Craft

The Academy Council and Board of Directors reserve the right to charge for the cost of materials or ingredients.

2.4 Music

Should extra musical tuition be provided beyond the normal school musical activities or provision by the LEA, the Academy Council or Board of Directors reserves the right to charge for such tuition or costs.

2.5 Damage to Property

The Academy Council and Board of Directors reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

2.6 Out of Hours

'Out of hours' activities which are provided by external organisations, specialist teachers or coaches will charge pupils at their own rate. These figures are revised on an annual basis.

2.7 Refunds and repayments

When a pupil has paid for an Education Visit but is unwell and not able to take part in the trip, the amount paid will be reimbursed. It will be paid back to the parents in the same method it was paid to the school i.e. if the parents paid the school in cash, the school will refund the money in cash.

Section 3: Remissions

The Academy Council may be able to provide financial support for children in difficult family circumstances or hardship, to:

- attend day or residential school journeys
- receive additional music and sports tuition.
- pay for cooking and craft materials
- attend before and after school clubs including breakfast club.

The Principal at Montem Academy will present such cases to the Academy Council for consideration when they arise. Parents who would like their case to be considered by the Academy Council should apply to the Principal in writing.

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