



**Sheffield Springs Academy**

The best in everyone™

Part of United Learning

# Charging and Remissions Policy 2018/2019



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## **RATIONALE**

Sheffield Springs Academy believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

## **AIMS**

This charging/remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities

## **PROCEDURES**

In respect of the activities listed below in the categories outlined, charging will take the form identified:

### **School visits which are part of a course**

When an activity incurs a cost, voluntary contributions are sought from parents. If the activity takes place within school hours no pupil will be excluded because his/her parents have not contributed. Letters to parents seeking voluntary contributions should use an agreed format which makes clear that assistance is available for those who need it and that the visit is dependent upon receipt of sufficient contributions. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation

### **School visits where students are representing the school in sporting, music and other cultural activities**

The costs of these activities will be met by the school where possible.

### **Residential visits**

Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

### **Enrichment activities e.g. foreign exchange visits, cultural visits, etc.**

Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

The full rate will be charged for these activities and must include entrance charges (ticket costs) and transport. If a pupil is withdrawn from a trip, then a refund will only be given if the cost of the trip has not yet been ordered/paid for by the school.

Any monies outstanding from a previous non-payment may mean that the pupil is excluded from future activities until outstanding payments are made.

## **Optional extra visits**

Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

## **Lesson Materials**

The vast majority of resources required for lessons are provided by the school. On occasion parents may be asked to contribute towards the costs of materials required to make an item that a pupil will bring home. Financial assistance for this is available to pupils where applicable.

## **Revision Guides**

Revision guides are sold by some departments to pupils at cost.

## **Hardship Requests**

Any parent with financial hardship can apply to the Academy's Business Service Director for support with any of the chargeable items. This will be reviewed and agreed by the Executive Principal based on each individual circumstance and the educational need for that particular pupil.

## **Breakages**

The financial cost relating to breakages/damage/fines are recoverable from parents. A charge will also apply for loss or damage to Academy property which is placed under the responsibility of the pupil and may be taken off the premises

## **Public examinations**

No charge shall be made in respect of the entry of a registered pupil at the Academy. Charges are applied for the entry of a pupil for an examination for which he/she has not been prepared by the Academy. Non-attendance for an examination will be subject to a charge. Entry for resit examinations is also subject to charge. Where a pupil has paid for an examination re-mark and the new grade exceeds the original, then a refund is made for the fee.

## **School Catering**

The school outsources its catering provision. In order to access the cashless system all pupils are thumb printed. Pupils can add money onto their accounts by using the machines located around school. Parents also have the facility to top up their child's balance by using our on-line payment system ParentPay or via a PayPoint. Any student in receipt of free school meals will have their accounts automatically uploaded with the equivalent of a full school lunchtime meal daily.

## **School Planners**

All pupils are provided with a school planner at the beginning of each academic year. If replacements are required, then they are charged to the pupil at cost.