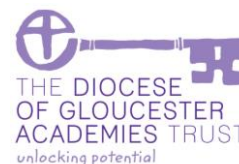




## Diocese of Gloucester Academies Trust

### Charging and Remissions Policy



#### Policy Statement

- 1 The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing to the value of the foundation.
- 2 DGAT recognise the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential trips and other experiences can make towards pupils' all-round education, contributing to their personal, social, moral and spiritual development.
- 3 **Purpose & Scope:** This policy is intended to provide guidance to Local Governing Bodies and all DGAT teaching and support staff regarding charging for specific activities, such as trip and visits.

#### Charging

- 4 Local Governing Bodies reserve the right to make a charge in the following circumstances for activities organised by individual academies:
  - i. **School trips and residential activities in school time:** this may include, but is not limited to the cost of travel, insurance, materials, ticket entry and any associated board and lodgings;
  - ii. **Activities outside school hours, including weekends and during holidays which are deemed to be optional extras:** this may include, but is not limited to additional staffing costs, the cost of travel, insurance, materials, ticket entry and any associated board and lodgings;
  - iii. **Materials:** the cost of materials or ingredients;
  - iv. **Acts of vandalism and negligence:** the Local Governing Bodies 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 pupil;
  - v. **Examination fees:** if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination:
    1. If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Local Governing Body may seek to recover the fee from the parent/carers;
    2. There may be a charge for examination entry where there is a request from the parent/carers for additional subject entries or resits.

#### Remission

Responsible Dept: Trust  
Implementation Date: December 2015  
Policy Review Date: December 2017

- 5 Where the parent of a pupil is in receipt of qualifying state benefit(s), the Local Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within school time and which is not deemed to be an optional extra. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 6 The Local Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Local Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of the Local Governing Body.

### **Insurance**

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

### **Voluntary Contributions**

- 8 Nothing in this policy statement precludes the Local Governing Body from inviting parents to make voluntary contributions. The Local Governing Body should make clear that such contributions are voluntary, that children of parents/carers 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 Trust will review its policy at least every two years.

### **Related Policies**

Finance Policy