



# **Charging and Remissions Policy**

## **Charging and Remissions Policy**

<b>Policy Owner:</b>	Trevor North
<b>Committee Responsible for Review:</b>	The Policy Review Committee
<b>Approved by:</b>	The Full Governing Body
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All Academy Policies should be read in conjunction with the Academy's Equality Plan.

The Governors undertake to carry out their responsibilities to deliver the curriculum and statutory services of the academy as free at the point of delivery.

The Governors reserve the right to seek voluntary donations for activities linked to the above that involve extra costs to the school, but will stress that these donations are voluntary.

For other services such as after normal sessions clubs, residential visits, extra music tuition, which incur significant additional cost to the Academy, the Governors will levy a charge which meets all or part of their costs according to budget priorities.

When a charge is made, the Governors reserve the right to reduce or waive the charge in extenuating circumstances.

A decision whether to offer a child an activity (that incurs cost), at a reduced rate or free will be made by a meeting of the Principal (or his representative on request by the Principal), Family Officer or Extended School Officer and Inclusions Officer or named Deputy.

The meeting to decide whether to reduce or waive charge will be carried out by the three staff members as above. The minutes will be confidential, but the Committee will report to the Governors as to the number of children helped and how.

The criteria they will take into account are:

- The social, emotional, educational needs and general wellbeing of the child and whether any or all of these factors are significantly below expected levels and if the activity would help;
- Financial and general all round circumstances of the family;
- Children on SEN register;
- Free School Meals;
- Looked After Children;
- Families working with Causeway, Social Services and other supportive agencies and voluntary organisations; and
- Any other relevant factors.

The terms of reference recognise that no two situations are identical and the final decision, including amounts (subject to budget constraints) will remain the prerogative of the Committee. However, in general terms the decision should aim to empower the family to take responsibility (i.e. offer incentive through reduced cost/easy payments), rather than simply give the service free of charge.