Charges and Remissions Policy

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Lead professional: CFO

Polaris

Multi-Academy Trust

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2.1 Purpose

This policy and procedure sets out the principles for charging students for certain actives both within and outside the required curriculum. It also covers the charging of exam fees where the pupil / student wishes to resit an exam.

2.2 Overall Principle

The Polaris Multi Academy Trust Directors support the principle of a free core programme of education for all pupils / students attending all the schools in the Trust and that activities offered wholly or mainly during normal teaching time will be available to all pupils / students regardless of their parents' ability or willingness to meet the cost.

The Directors do retain the right to charge for optional activities and support the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours. They will continue to seek ways to assist families for whom the particular payment will cause financial difficulties in cases where charges may legitimately be made.

2.3 Equipment

3.1 With the exception of items identified in 3.2 and 3.3 below, the school will supply free of charge all books.

3.2 The equipment each pupil / student is expected to bring to school includes:

- basic writing equipment including pens, a ruler, pencils, crayons, rubber and pencil sharpener
- basic mathematical equipment to include (for high schools) a protractor and a basic calculator for Years 7 and 8 and a scientific calculator for Years 9 to11
- approved PE kit.

3.3 In secondary schools parents will be asked to provide ingredients for Design and Technology Food and materials for Resistant Materials, Textiles, Art etc and will own the finished product. Where the school provides these materials, and parents do not indicate in advance that they will purchase the finished product at cost, it will remain the property of the school.

3.4 Where possible, the school will undertake to bulk purchase items of equipment/revision guides etc to sell on to students at a reduced cost

2.4 Extra Curricular Activities

Charges may be made for instrumental tuition where this not a part of an academic course of study.

2.5 Education Outside School Hours

No charge will be made for education outside school hours where this is essential for a prescribed public examination or necessary to fulfil the statutory requirements of the National Curriculum or Religious Education.

2.6 Visits

Charges may be made for visits, including transport costs, but these will not exceed the total cost of the activity and attendance will not be compulsory unless necessary to meet the requirements of the chosen curriculum subject for Secondary School students in Key Stage 4.

2.7 Prescribed Public Examinations

*2.*7.1 The school will pay for the first entry for each Key Stage 4 course examination or assessment except where in the opinion of the academic and professional judgement of appropriate and relevant staff it is determined that a student has not adequately prepared themselves for whatever reason.

2.7.2 If the school decides not to enter a student for an examination then the issue would be discussed in advance with the parents. The parents could if they wish pay all the fees for the student to be entered for the examination in advance of entry.

2.7.3 The re-marking of examination papers will be paid for by the school where there is a clear mismatch between the student's predicted and actual grade. Where a student achieves the predicted grade and parents request a re-mark, parents will be required to pay the examination board charge.

2.7.4 Second and any subsequent entries will be charged to parents according to current examination board tariffs unless there are extenuating circumstances. The charge to parents, which may include an administration fee, will be paid in accordance with the collection procedure outlined below.

2.7.5 External candidates will be charged entry fees for public examinations and an additional administration fee and invigilation fee if applicable.

2.8 Damage to Property and Equipment

The school will charge students if they damage or lose school property and equipment. Parents will also be charged for any additional costs incurred by the school as a direct result of their child's behaviour whilst off site for example during an educational visit.

2.9 Voluntary Contributions

The school will occasionally seek voluntary contributions from parents for the benefit of the school or any school activity. The terms of any request will make it clear that there is no obligation to contribute and students, whose parents do not respond to such requests, will be treated no differently from other students.

2.10 Examination Fee Charging and Collecting Procedure

***2.*10.1** Academic staff will consider each individual students results after each examination and decide whether to recommend that the student resits the examination. They will also consider whether there are circumstances which make it appropriate for the student to sit the exam free of charge.

2.10.2 If the student wishes to undertake the resit then the academic staff member will inform the exams officer to ensure the student is entered for the exam**.**

2.10.3 The exams officer will inform the finance department to allow the charge to be made. The exams officer should include the following information

- Name of the student.
- The students current year in school.
- Subject and exam being resat.
- Reason for the resit.
- Date of the resit.
- The cost of the resit.

2.10.4 A single invoice for all subjects being resit by a student will be sent to the parents by the finance department showing the above information as necessary. In addition the invoice will also contain:-

- Details of how the invoice can be paid
- Due date for payment
- Contact details of the relevant member of school staff who can deal with any issues as they might arise and ensure they are dealt with promptly.

2.10.5 The finance department will chase any outstanding payment after the due date by sending out a reminder to the parent of the student.

This reminder will include the following information:-

"We note that the amount of the invoice for your child's resit fees remains unpaid. The hope that this reminder will prompt payment but if not then although your child will be allowed to sit the exams they are entered for the school will not enter them for any further resits until this amount is paid and only if future resits are paid in advance."

2.10.6 **If the invoice subsequently remains unpaid then the exams officer will make an entry on the school records to ensure that this policy is complied with.**