



ORMISTON  
SIX VILLAGES  
ACADEMY



# Charging and Remissions Policy

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## POLICY ON CHARGING

In accordance with the Education and Inspections 2006, the Principal of **Ormiston Six Villages Academy** has agreed its policy on charging for Academy activities. This is as detailed below and is subject to review from time to time.

Other than in the case of board and lodging no charge will be made in cases where an activity is provided;

- to fulfil any requirements specified in the syllabus for a prescribed public examination
- specifically, to fulfil statutory duties relating to the National Curriculum, imposed by section 74(3)(ii) of the Act
- specifically, to fulfil statutory duties relating to religious education imposed by section 10(1) (b) of the Education Reform Act 1988.

### 1. Individual tuition in playing a musical instrument

The Academy charges a termly fee for group or individual tuition in a musical instrument, provided by tutors employed by the Academy, and will be subject to periodic adjustment to reflect increases in staff costs. Private arrangements for group or individual tuition on certain instruments can also be made through West Sussex Music - the Music Education Hub for West Sussex - whose tutors also visit the Academy. The current fee structure can be found at [www.westsussexmusic.co.uk](http://www.westsussexmusic.co.uk)

Remission may also be available at the discretion of the Principal where families do not qualify for remission, but may have difficulty in meeting charges.

All students are provided with a free musical instrument in lesson time.

The Academy also operates a scheme for hiring instruments to students.

### 2. Charging in kind

- 2.1. Parents will be required to supply or pay for ingredients and materials in cases where they have agreed in writing in advance that they wish to own the finished product. The full cost will normally be charged for each student, subject to the policy for remission set out in paragraph 8 below.
- 2.2. Students may rent a locker for a one-off non-refundable fee of £15.00 to cover wear and tear. The cost of replacing any lost keys will be charged at £5.00.
- 2.3. The Academy reserves the right to charge a proportion of the cost of replacement, according to age and condition, of text books and library books loaned to students which are lost or damaged by the student.
- 2.4. Students who wish to replace exercise books or student diaries that they have lost will be charged the cost of replacement.
- 2.5. The Academy reserves the right to ask parents to make a contribution towards the cost of repair/replacement of property, equipment and computer software broken or damaged by students.

### 3. Optional extras

- 3.1. Participation in any optional extra will be on the basis of parental choice and a willingness to meet such charges as are made. Any charges made may not exceed the cost of the provision of the optional extra.
- 3.2. The cost will include an appropriate element for:
  - a student's travel costs
  - a student's board and lodging costs

- materials, books, instruments and other equipment
  - non-teaching staff costs
  - teaching staff costs, including the cost of travel and board and lodging, where a teacher or instructor has been engaged specifically for the purpose of providing the activity and a proportion of the cost of supply teacher(s) to teach the classes of the teachers involved in the activity
- 3.3. The cost will be determined on the basis of the cost of each individual student participating in the activity.
- 3.4. Within the limitations of the Act, the Governing Body will determine, on the advice of the Principal, whether any charge should be made and, if so, the amount. The full cost will normally be charged for each student, subject to the policy for remission set out in paragraph 8 below.

## 4. Definition of Optional Extras

- 4.1. Optional extras are activities which take place wholly or mainly out of Academy hours. Academy hours do not include the midday break.
- 4.2. A non-residential activity shall be deemed to take place out of Academy hours if 50% or more of the whole time spent on the activity occurs out of Academy hours.
- 4.3. In the case of a residential activity, if the number of Academy sessions is less than 50% of the number of half days taken up by the activity, the activity is deemed to have taken place out of Academy hours.
- 4.4. If a student withdraws from an activity the deposit paid will not be refunded unless their place is taken up by another student.

## 5. Board and Lodging

- 5.1. The full cost will normally be charged for each student, subject to the policy for remission set out in section 8.

## 6. Prescribed Public Examinations

- 6.1. The Principal is required to enter students for each prescribed public examination for which they have been prepared by the Academy, except where, in the opinion of the Principal, there are educational reasons for not doing so, or where the student's parents request in writing that the student should not be entered. The Principal will inform parents in writing as soon as practicable after deciding for which examinations a student should be entered so that parents have the opportunity to comment on the decisions.
- 6.2. The cost of all fees for prescribed examinations shall be borne by the Academy, except where:
- The Principal has determined that the student concerned shall not be entered for an examination for educational purposes
  - The Principal agrees to enter a student for a prescribed examination for which he/she has not been prepared by the Academy
  - A student, with parental agreement, is entered for a public examination other than one on the prescribed list
- 6.3. If a student fails without good reason to complete the examination requirements for any public examination for which the Academy has paid, the fee shall be recovered from the parents by the Academy. So far as the Academy is concerned, a student shall be deemed to have failed to complete the examination if he/she fails:

- to complete the coursework requirements without good reason, and/or
- to take one or more oral, practical or written examinations without good reason.

The determination of what constitutes “without good reason” shall be a matter for the Academy only in cases where the Academy is responsible for bearing the cost.

The Principal will consider each case on its merits, reach a decision and inform the parents in writing of the charge levied and the reason for it.

- 6.4. In cases where a student is entered for a non-prescribed public examination which has been approved by the Principal and the Academy is responsible for bearing the cost, no charge shall be levied.
- 6.5. In cases where a student is identified as benefiting from re-taking a public examination, either by the Academy or by the parents, then the cost of one re-take only might be borne by the Academy. Any additional re-takes will be paid for by the parents, with their consent, subject to the policy for remission as set out in paragraph 8 below.

## 7. Remissions

- 7.1. Full remission of board and lodging charges will be made where the activity takes place in Academy hours or the activity whether in or out of Academy hours’ forms part of the syllabus for the prescribed public examination or is provided specifically to fulfil statutory duties under the National Curriculum, in cases where parents are in receipt of income support, income-based jobseeker’s allowance, disabled persons’ tax credit, or children’s tax credit. Full remission may also be possible for families who are in demonstrable financial difficulties are concerned, at the discretion of the Principal. All parents will be made aware of this provision in relation to each activity involving board and lodging so that they may inform the Academy if they wish of their circumstances. The cost will not be recovered by levying an additional charge on other students.

## 8. Activities for which Charging is not Permissible

- 8.1. While charges cannot be levied for activities not covered by the policy outlined above, parents can be invited in writing to make voluntary contributions. Organisers of activities, in seeking such contributions, will ensure that communications inviting contributions are sensitively worded and that special care is taken so far as parents in receipt of certain benefits, as laid out in the remissions policy in paragraph 8 above are concerned. A negotiated contribution of less than the full cost of the activity may be accepted in such cases. Communications will make clear that the contributions are totally voluntary and that there is no obligation to contribute. Parents will also be informed that all students in any group participating in an activity that is not an optional extra for which charging is permissible, will be permitted to participate whether or not their parents/guardians make a voluntary contribution, though the Academy reserves the right to cancel activities unless all parents who are able, are willing to contribute.
- 8.2. No contribution will be sought from a parent to a student’s admission to Academy.

## 9. Notes

It should be noted that any complaints made relating to charging, which are not resolved by informal means, will be dealt with under the local arrangements for complaints established by the Governors.