



The Boston Witham Academies Federation

CHARGING AND REMISSIONS POLICY

1 Introduction

1.1 The Directors of The Boston Witham Academies Federation (the Trust) recognise the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term 'parents' means all those having parental responsibility for a child.)

2 Charging

2.1 The Trust reserves the right to make a charge in the following circumstances for activities organised by an Academy: -

- Academy trips and residential : All costs;
- Activities outside Academy hours : All costs;
- Materials : A contribution towards the costs of materials purchased by the Academy in relation to items produced by students which will be taken home for personal use;
- Music tuition fees in relation to individual or small-group : All costs;
- Acts of vandalism and negligence: the Trust 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 student;
- Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested.

2.2 If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Trust may seek to recover the fee from the parent.

2.3 There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made, which are not supported by the Academy.

2.4 If a late exam entry fee is the direct result of actions by a student or parent(s), the Trust may seek to recover the fee from the parent.

3 Remissions

3.1 The Trust may remit charges in full or in part to parents after considering specific hardship cases. The Trust invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Chief Executive Officer will authorise remission in consultation with the Chair of Governors for the Academy (if exceeding £1,000).

4 Insurance

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

5 Voluntary contributions

5.1 Nothing in this policy statement precludes the Trust from inviting parents to make voluntary contributions. The Trust should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

6 Monitoring, Evaluation and Review

6.1 The Board of Directors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

Monitoring Responsibility	CFO
Next Review Date	June 2020
Approval Body	BWAF Finance and Audit Committee
Date Ratified	18 June 2018
Chair of Committee Signature	

