



**A C A D E M I E S**

# Remission and Charging Policy

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**Q3 Academies Trust**  
**Remission and Charging Policy**

**Contents**

<b>Introduction.....</b>	<b>3</b>
<b>Charging for Musical Instrument Tuition .....</b>	<b>3</b>
<b>Charging for Optional Activities.....</b>	<b>3</b>
<b>Charging for Examinations .....</b>	<b>4</b>
<b>Charging for Academy Performances .....</b>	<b>4</b>
<b>Charging for Cost of Ingredients, Materials, etc.....</b>	<b>4</b>
<b>Charging for Transport During Academy Hours .....</b>	<b>4</b>
<b>Charging for Damaged or Lost Items .....</b>	<b>4</b>

## **Introduction**

Q3 Academies Trust (QAT) provides free education for registered students, provided it takes place wholly or mainly during Academy hours.

- ✓ Academy hours are those when the Academies are actually in session, not including mid-day break;
- ✓ The main exception is that a charge may be made for individual musical tuition, except where it is required to fulfil a prescribed public examination, or is within the requirements of the National Curriculum;
- ✓ Under certain circumstances a third party may charge parents/carers directly for activities organised in Academy hours.

Charging is permitted for education provided out of Academy hours, unless it is required to fulfil a prescribed public examination, is within the requirements of the National Curriculum or to fulfil statutory duties relating to religious education when only charges for board, lodging or residential trips can be made:

- ✓ Governors can choose to remit charges in whole or part;
- ✓ Charges must be remitted for board and lodgings to students whose parents/carers receive income support or family credit, if the activity takes place during Academy hours or is covered by the criteria relating to public examinations, national curriculum or religious provision;
- ✓ Voluntary contributions may be requested for any activity provided it is clear that there is no obligation to contribute and that there will be no differentiations between those who contribute and those who do not.

## **Charging for Musical Instrument Tuition**

Instrument tuition may not be charged if the activity is provided to fulfil the requirements of the syllabus of a prescribed public examination, the National Curriculum or statutory duties relating to religious education:

- ✓ Parental agreement must be obtained before students are given tuition that is to be charged for;
- ✓ The Academies will provide subsidised tuition for musical instruments where there is sufficient demand;
- ✓ Where a parent/carers requests tuition for an instrument that the Academy does not provide subsidised tuition for, then the Academy will offer parents/carers the opportunity for their child to receive that tuition but will be required to pay the full cost.

## **Charging for Optional Activities**

Optional activities are those which take place either wholly or mainly outside Academy hours and they are not part of a prescribed public examination, required to fulfil the national curriculum or religious education.

- ✓ Participation is based on individual choice, with parental agreement to pay for the provision;
- ✓ Charges can cover travel, board and lodging, materials, books, instruments and other equipment, staff costs, entrance fees and insurance;
- ✓ The charge can be based on the total cost of the activity divided equally by the number of participants. No profit can be made from any of the activities.

## **Charging for Examinations**

Governors are required to enter a student for each exam syllabus for a prescribed public examination for which the student has been prepared.

This requirement can be lifted if there is an educational reason for not entering the student or if the student's parents request, in writing, that the student is not entered:

- ✓ If a student fails to complete the requirements of the public examination which the Academy has paid for and has no good reason, then the examination fee can be recovered from the parents/carers.
- ✓ If a student is to be entered in an examination other than a prescribed public examination, the fee can be recouped from the student's parents/carers, provided their agreement has been obtained in advance.

## **Charging for Academy Performances**

Where the Academy puts on a performance or a show that is undertaken out of Academy hours, which includes students, a charge may be made for the event.

## **Charging for Cost of Ingredients, Materials, etc.**

Students have a right to access a full curriculum entitlement in terms of practical activities, regardless of ability to pay. Parents/carers may make a voluntary contribution to these costs. The Academy may make a charge for these items if the parents agree that they wish to own the finished product. However, there are occasions when students and parents may pay for materials and ingredients which will enhance or extend the scope of a particular activity.

## **Charging for Transport During Academy Hours**

No charge will be made for transporting students between sites during Academy hours for educational activities:

- ✓ If a student uses transport not provided by the Academy to travel from home to an activity sanctioned by Q3 Academies but not provided by them, the parents/carers may be required to cover the cost (i.e. travel to work experience).

## **Charging for Damaged or Lost Items**

The Academy may charge parents for the cost to replace items broken, damaged or lost if it is due to student behaviour and or negligence.

The QAT will review this policy annually and assess its implementation and effectiveness.