



Washwood Heath
Multi Academy Trust

Charges & Remissions Policy

Prepared by:	Dave Worledge, Director of Finance
Applies to:	All WHMAT academies
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WASHWOOD HEATH MULTI ACADEMY TRUST CHARGES AND REMISSIONS POLICY

POLICY OVERVIEW

Washwood Heath Multi Academy Trust (WHMAT) recognises the valuable contribution that a wide range of additional activities, including educational visits, school clubs and residential experiences can make towards a young person's education at those Academies to which this policy applies. In addition to this WHMAT recognises that education provided during academy hours must be free of charge and that no young person may be left out of an activity because their parents/carers cannot or will not make a financial contribution. The importance of this is underpinned by the statement within the Trust's strategic plan that 'We promise [our young people] a curriculum which will enable each and every one of them...to receive a guarantee of cultural and societal experiences.

The purpose of the policy is to ensure that there is clarity over those items that academies will provide free of charge, those items where voluntary contributions will be sought and those where charges will apply.

1. Charges

Washwood Heath Multi Academy Trust (WHMAT) reserves the right to make charges in the following circumstances:

- 1.1. **Residential activities taking place largely during academy hours.** The full cost of board, lodgings, travel, educational materials (e.g. books and equipment) and any associated tuition and entrance fees.
- 1.2. **Activities outside academy hours.** The full cost to be paid for all approved activities deemed to be optional extras that are not an essential part of each academy's curriculum as well as any travel costs associated with them.
- 1.3. **Individual instrument tuition.** The full cost to be paid for providing any instrumental tuition that is not an essential part of each Academy's curriculum or examination syllabus.
- 1.4. **Examination entry fees.** There will be no charge to parents/carers for entry to external examinations, unless they wish to alter an academy's recommendations. Parents/carers can be charged if:
 - the exam is on the set list but the young person was not prepared for it at the academy they attend;
 - the exam is not on the set list but the academy arranges for the young person to take it; and
 - a young person fails without good reason to complete the requirements of any public exam where the academy paid or agreed to pay the entry fee. Young people unable to attend due to illness, should provide a note from their doctor.



- 1.5. **Loss or damage to academy equipment or books.** Charges will also be made for any equipment or books lost or damaged by a young person, to enable replacements to be obtained.
- 1.6. **Willful damage.** Parent/carers will be liable for the costs of willful damage and/or financial loss as a result of neglect arising from the actions of a young person, up to and including the full cost of repair or replacement. Charges will be agreed by the Head of Academy on a case by case basis.

2. Voluntary Contributions

Voluntary contributions may be requested from parents/carers to cover the costs of:

- 2.1. **Entrance fees** to places visited as part of the curriculum and any associated travel costs.
- 2.2. **Ingredients or other materials**, required for use in the curriculum, which the young person will retain once the work with them has been completed.

3. Remissions

The Head of Academy may wish to remit, in full or in part, charges or voluntary contributions for academy activities set out in this policy. The Head of Academy must have sufficient grounds to do so, such as evidence of financial hardship, a young person who is a looked after child or faces other challenging circumstances.

Charges or voluntary contributions that are remitted must subsequently be funded from the academy's own budget and will be subject to review by the Director of Finance. Other examples of potential remissions may include but are not limited to:

- 3.1. **The provision of a musical instrument for use outside of academy hours**, which would normally be purchased by the young person's parents/carer. Should an instrument be required for after school tuition or the purchase of an instrument would be beneficial to a young person, this can be considered for partial or full funding from the academy.
- 3.2. **The provision of a school uniform or other clothing**, which would normally be purchased by the young person's parents/carer.

4. General points

- 4.1. Academy hours are defined as the school day with the exception of the morning break and lunch sessions.



- 4.2. Charges will be set and reviewed on an annual basis by each academy.
- 4.3. Voluntary contributions for educational visits will be based on the overall cost of a visit and each young person will be charged for their individual proportion of the aggregated cost.
- 4.4. The Head of Academy may wavier all or part of a willful damage charge, following their own investigation into the matter and their assessment of young person's likely intent at the time the damage was caused.
- 4.5. This policy does not preclude any WHMAT Academy from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place during academy hours. Parents/carers may be advised that the continued provision of an activity may be dependent upon voluntary contributions received.

5. Policy Review

This policy will be reviewed at least every two years, in consultation with Head of Academies and Directors, to ensure it remains effective.