



The **co-operative** academy of Leeds

Charging and Remission Policy

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Introduction

The Co-operative Academy of Leeds recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential and experiences of other environments, can make towards students' all-round educational experience and their personal and social development. No charge will be made for activities during Academy hours that are part of the National Curriculum or religious education or that form an essential part of the syllabus for an approved examination.

Charging

The Academy wishes to see the curriculum enriched as far as possible for the benefit of all students. It recognises that whatever public funds and sponsors' endowments are made available they will never be sufficient to fund all desirable activities at the required level.

The Academy therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- i *Academy trips and residential experiences in Academy time:* the board and lodging element of the residential experience and outdoor pursuit courses.
- ii *Activities outside Academy hours:* the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
- iii *Materials:* the cost of materials or ingredients for Design and Technology and Food Technology, if parents/carers have indicated that they wish to own the final product.
- iv *Acts of vandalism and negligence:* the Academy 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.
- v *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. Examination fees for subsequent re-sits, following two failures to meet target grade. Re-sits for public examinations where no further preparation has been provided by the Academy.

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 Academy may seek to recover the fee from the parent.

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.

- vi *Music Tuition:* in respect of individual music tuition and group music tuition up to and including 4 persons if the teaching is not an essential part of either the National Curriculum or a public examination syllabus. The cost of peripatetic instrumental instruction is subsidised by the Academy.

Remissions

Where the parent/carer of a student is in receipt of qualifying state benefit(s), the Academy will subsidise the cost of board and lodging for any residential activity that is organised for the student and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Academy may remit other charges in full or in part to other parents/carers after considering other specific hardship cases. The Academy invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of the Academy.

Insurance

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

Voluntary Contributions

Nothing in this policy statement precludes the Academy from inviting parents/carers to make voluntary contributions. The Academy, however, is very clear that any contributions are voluntary; that children of parents/carers who do not contribute will not be discriminated against. If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

Freedom of Information Act

Single copies of the information covered by The Co-operative Academy of Leeds publication scheme are provided free (see list below). However, the Academy reserves the right to make a charge:

- for multiple copies of information covered in the FoI Act 2000
- if a request involves a lot of photocopying or printing
- where cost of postage is high

In these cases the individual will be informed of the likely cost before fulfilling their request.

Other Charges

The Co-operative Academy of Leeds may levy charges for miscellaneous services up to the cost of providing such services, e.g. proving a copy of the OFSTED report.

Monitoring, Evaluation and Review

The Academy will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.