



CHARGING AND REMISSION POLICY

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INTRODUCTION

The policy of the governors of Ormiston New Academy is to provide free education for all attending pupils. The Governing body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experience can make towards pupil's education and aims to promote and provide such activities both as part of a broad and balanced curriculum and as an additional optional activity. Section 449-462 of the Education Act 1996 sets out the law on charging for school activities and therefore the governing body have established its policy for charging and remissions for certain activities in line with this legislation.

The governing body of Ormiston New Academy believe that a school should give pupils as many varied learning experiences as possible and will do the utmost to ensure that all our pupils have opportunity to benefit from such experiences.

This policy will be reviewed on an annual basis by the Finance and Estates Committee.

CHARGING FOR VISITS

Where visits are arranged either as an integral part of the particular syllabus or to enhance pupils learning experience, the governing body are permitted to ask parents/carers for a *voluntary* contribution towards the cost of a visit. Visit co-ordinators must ensure that parents/carers receive early notification of:

- How much each parent/carer will be asked to contribute towards the cost of the visit
- If the trip cannot be funded without voluntary contributions (however there is no obligation to make any contribution).
- Whether the visit is being funded by the school
- In the event of a trip which involves a residential element, how much spending money pupils will reasonably need.
- The basis for allocating places on the school visit.

Legislation states that no pupil should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay, however, if insufficient voluntary contributions are raised to fund a visit then it can be cancelled.

Residential Visits/Optional Extras

Parents/carers can be charged for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. Many parents and carers of Ormiston NEW Academy are in receipt of



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benefits which will reduce their ability to pay the cost of board and lodging and therefore the school always strives to support these parents and subsidise such trips where possible.

REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. Authorisation for such remission will be made by the Principal.

MUSIC TUITION

Although the law states that all education provided during school hours must be free, music lessons are an exception to the rule and individual instrumental music tuition that is over and above the National Curriculum can be charged for per lesson.

At Ormiston NEW Academy pupils are not currently charged for music tuition. Wolverhampton Music Service provides all tuition on behalf of the Academy. First refusal is given on lessons to pupils who are studying GCSE music as 30% of their final grade is performance. The music department then offer it to any students in Key Stage 3 who have a good potential in music. It is then opened up to anyone who is interested and pupils who have learnt an instrument at primary school are accommodated for.

Students receiving music lessons are expected to participate in Academy performances.

EXAMINATIONS

Governors will charge for a public examination entry fee if a student fails to attend or complete the examination requirements without good reason.

DAMAGE TO PROPERTY (REPLACEMENT)

Deliberate or wilful acts which result in breakage, damage or loss to school property will be charged for at a rate appropriate to replacement costs. The governing body will charge for the cost of damage or loss as a result of student misconduct. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

SCHOOL MEALS

The school provision of school meals is provided by an external provider (Taylor Shaw). A cashless catering system is in operation and students have the choice of hot and cold food at mid-morning break and at lunch times. Students in receipt of free school meals receive £2.50 and students who are eligible for flexi charging meals receive £1.50.

UNIFORM

The school uniform plays a valuable role in contributing to the ethos of the school. Student Uniform is available to be purchased throughout the year from Lads & Lasses, Codsall, Wolverhampton, or online at www.crestedschoolwear.co.uk. Ties are also available from the Academy. High priority is always given to keeping the cost of school uniform to a minimum.



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LETTINGS

Ormiston NEW Academy has many facilities available for hire by the local community. The Academy Condition of Lettings and Scale of Charges are reviewed annually by the Finance and Estates Committee.

STATIONERY

All students are expected to arrive to school well equipped and prepared for their lessons. On occasions where students do not have a pen/pencil these items are available in every classroom to use during lessons.

Each Academic Year Ormiston NEW Academy pupils are issued with a homework diary any lost or damaged diaries can be purchased from school at a cost of £0.50.

Money collected from students is banked to the school account and put back into the school budget to replenish