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# Charges & Remissions Policy

**Approved** March 2018  
**Review by** March 2020

## **CHARGES AND REMISSIONS POLICY**

### **CHARGES FOR ACTIVITIES**

It is the governors' wish that all children in this academy should have equal access to activities. Accordingly, the academy will seek to fund as many activities as possible through voluntary contributions. However, there are occasions when parents can be charged for activities. Such occasions include:

- Those activities that take place voluntarily out of academy time. For example, the purchase of badges for award schemes.
- For individual instrumental tuition and for the loan of an Authority instrument.
- For materials used in technology, subject to the parents agreeing that they wish to own the finished product.
- For transport costs and admission charges during educational visits outside academy hours.
- For board and lodging charges during residential visits outside academy hours.

It is the governors' policy that charges should be made in the above categories, in accordance with Northern Education Trust practice.

The Education Reform Act allows remission of charges for those children whose parents receive certain benefits and who take part in a residential visit deemed to be in academy hours.

### **CHARGES FOR INFORMATION**

Information published on our website is free, although you may incur costs from your internet service provider.

Single copies of information covered by the academy publication scheme or the Freedom of Information Act are normally provided free. However, we reserve the right in all cases to levy a charge to cover some of the cost of administration and copying. We will let you know the cost before fulfilling your request. Costs will equate to 2p per A4 page, plus the full cost of any administrative and/or postage charges incurred.

### **OTHER CHARGES**

The governors reserve the right to levy charges to cover the full cost of damages to, and/or breakages, losses and defacement of, academy property.

**Document control sheet :**

**Key Staff lead** for Abbey Park Primary Academy: ...Insert name.....

**Status:** live working document

Date	Process	Name	Status
Insert date	Drafted		Working document
Insert date	Passed to SLT		
Insert date	Approved by Stakeholders		
06/06/11	Adopted by Governors [ Reviewed by IEB ]	IEB review	
18/03/13	Re branded for Abbey Park Primary Academy		
Insert date	Reviewed		
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Insert date	Adopted by Governors		

Governor's signature.....(Committee chair or  
Chair of Governors as appropriate)

Review Date Agreed.....