**Ormiston Latimer Academy**

**CHARGING AND REMISSION POLICY**

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Author: Dan Cundy

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**INTRODUCTION**

Our policy 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 experiences can make to pupils’ education. It aims to promote and provide such activities as part of a broad and balanced curriculum and an additional optional activity. Section 449-462 of the Education Act 1996 sets out the law on charging for school activities. Therefore, the governing body has established its policy for charging and remissions for certain activities in line with this legislation.

The governing body of Ormiston Latimer Academy believes 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 the opportunity to benefit from such experiences. This policy will be reviewed on an annual basis by the local governing body.

**CHARGING FOR VISITS**

* Curriculum trips

Trips and visits arranged as part of the curriculum, where attendance is necessary for the completion of the course, will be fully funded by the school. Examples are field trips for geography GCSE, theatre trips for Drama GCSE or trips to sporting facilities for GCSE PE or BTEC Sport.

* Enrichment trips

Where visits are arranged to enhance pupils’ learning experiences, 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 Latimer Academy are in receipt of 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 subsidies 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 a remission will be made by the principal.

**DAMAGE TO PROPERTY (REPLACEMENT)**

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

**SCHOOL MEALS**

Pupil Premium funding will provide students with hot and cold food during mid-morning break and at lunch times. All pupils will receive free school meals.

**UNIFORM**

The school uniform plays a valuable role in contributing to the ethos of the school. Student uniforms are available to be purchased throughout the year directly from the Academy. High priority is always given to keeping the cost of school uniforms to a minimum.