SANDWELL ACADEMY

# Charging & Remissions Policy

September 2026

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| **Policy Title:** | Charging and Remission |
| **Policy Reference:** | SA / Staff |
| **Description:** | This document offers guidelines for staff as to how the Academy will communicate in written form to parents, students, and any external contacts. |
| **Status:** | Optional |
| **Category:** | Academy |
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| **Other relevant TOA polices:** | |
| **Adopted by the Governing Board on:** | Not applicable |
| **Date for Review:** | September 2027 |

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|---|---|---|
| **Version** | **Date** | **Description** |
| **1.1** | July 2018 | Contact changed |
| **1.2** | September 2023 | Contact changed |
| **1.3** | September 2024 | Reviewed |
| **1.4** | September 2025 | Reviewed |
| **1.5** | September 2026 | Reviewed |

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## Introduction

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

i *School trips and residentials 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, Art and Hospitality and Catering, if parents have indicated in advance that they wish to own the final product;

iv *Acts of vandalism and negligence:* the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or conscious negligence by a student;

v *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, reimbursement of the examination fee may be requested, refundable if the student attends for examination.

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 Governing Body 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.

## Remissions

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

The Governing Body may remit charges in full or in part after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. If appropriate the Head will authorise remission in consultation with the Chair of Governors.

## Insurance

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

## Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.

## Monitoring, Evaluation and Review

The Governing Body 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.