



GURU NANAK SIKH ACADEMY LTD
Springfield Road, Hayes, Middlesex UB4 0LT



Charging and Remission Policy

Any reference in this policy to **parents** means;

- All natural, parents whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child

MAT means Multi Academy Trust

Updated	Next Review	Reviewed by	GB/Committee Ratification
28th June 2017	27th June 2018	Finance	

Charging and Remission policy

1. Introduction

Guru Nanak Sikh Academy Ltd, recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards pupils'/students' all round educational experience and their personal and social development.

GNSA Ltd will **NOT** charge for:

- admissions
- education during school hours, including the supply of materials, books, instruments or other equipment.
- education provided outside school hours if it is part of the national curriculum or part of a prescribed public examination that the pupil/student is being prepared for at the schools, or part of religious education.
- instrumental or vocal tuition for pupils/students learning individually or in groups, unless the tuition is provided at the request of the parent.
- entry for a prescribed public examination, if the pupil/student has been prepared for it at one of the GNSA Ltd schools.
- examination re-sit(s) if the pupil/student is being prepared for the re-sit(s) at the school.

Charging

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

- (1) School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses;
- (2) Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad taking place at weekends and during holidays, which are deemed to be optional extras;
- (3) Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- (4) Acts of vandalism and negligence: Each 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 negligence by a student;
- (5) 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. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy/School has paid an entry fee, the respective Governing Body may seek to recover the fee from the parent.
- (6) Copies of policies or documents: an administration charge will be made for any copies required to cover the costs of the academy/school.

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.

3. Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the respective 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 to other parents after considering other specific hardship cases. The Governing Body invites parents 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 Governors.

4 Insurance

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

5 Voluntary contributions

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

6 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 MAT.

Charging & Remissions Policy & Procedure Ratified: October 2016