

The Christopher Nieper Education Trust



Charging and Remissions Policy

This policy was updated by Wendy Bennett, Head of Finance & Operations

Version Control

Version 1	February 2018
Version 2	June 2019
Version 3	June 2021
Version 4	June 2023

Signed:	Date:
David Plummer	8 th June 2023

Due for review June 2025

Issue	Policy
1 Residential trips within academy time	<p>Parents are required to meet the full costs of travel and lodgings.</p> <p>Children who are entitled to Free School Meals/Pupil Premium may receive a reduction in the cost of the trip at the discretion of the Head Teacher.</p>
2 Trips outside academy time, not part of national curriculum, i.e. reward trips	<p>Parents are required to meet the full cost of the trip.</p> <p>Children who are entitled to Free School Meals/Pupil Premium may receive a reduction in the cost of the trip at the discretion of the Head Teacher.</p>
3 Trips within academy time as part of national curriculum	<p>Parents are requested to make a voluntary contribution towards the cost of the trip.</p>
4 Individual Music Tuition	<ul style="list-style-type: none"> • Provided by academy staff – no charge • Provided by outside tutors - at cost to parents – many lessons are offered at a subsidised rate • If part of national curriculum (i.e. GCSE music requirement) exam fees will be covered by the academy.
5 Examination remarks at request of parents	<p>Charge to parents</p>
6 Examination remarks at request of academy	<p>Academy will cover the costs of the remarks</p>
7 Requests for replacement exam certificates by students	<p>Charge to parent</p>
8 Wasted exam entries	<p>The academy reserves the right to charge parents for any wasted exam entries when no acceptable reason is provided</p>
9 Ingredients / materials for practical subjects	<p>Parents are encouraged to provide materials for practical subjects, but no child must be disadvantaged by parents' inability / reluctance to pay. Where necessary the academy will pay for materials.</p> <p>For specialist technical subjects where parents are unable to supply materials, the</p>

		academy reserves the right to request voluntary donations to cover the cost of materials.
10	Extra resources available as support material for GCSE and other courses	<p>Parents will be informed of opportunities to purchase these resources, i.e. revision guides, at cost price from the academy.</p> <p>The academy may provide such materials to selected disadvantaged students free of charge.</p>
11	Lost academy equipment (laptops, Chromebooks, academy calculator, library books etc)	Parents will be expected to replace or reimburse the academy for any lost items of academy property including any IT equipment loaned to a pupil. The charge will usually be the cost of replacement.
12	Damage to or loss of academy property	The academy reserves the right to charge parents for any items of academy buildings, furniture, minibuses, or property that have been wilfully damaged by their child. The charge will usually be the full cost of repair or replacement.
13	Student lockers	Students are required to pay a £5 deposit for a locker which will be refunded to the student when they return the key providing the locker is left in a clean and usable state. Loss of the key or damage to locker will result in the loss of the refund and may lead to further charges.
14	Damage to third party transport operator's property	The academy reserves the right to pass on to parents any costs for damages (e.g. to seats) incurred by their child while travelling on a hired school bus (or other method of transport), either to or from the academy, or whilst on an academy authorised trip.
Charges		
	Charges for individual pupils will not exceed the actual cost of providing an activity divided by the number of pupils participating.	Charges for an activity will not include any subsidies for other pupils wishing to participate who parents are unwilling or unable to pay the full charge.