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CHARGING AND REMISSIONS POLICY

Finance and General Purposes Committee – November 2024

The Governing Body reserves the right to apply a charge for the following activities:

Residential Activities

Parents/Carers are normally expected to meet the full charge levied.

Academy Based Activities

Education offered wholly or mainly during normal academy hours of Ormiston Ilkeston Enterprise Academy shall be free. To cover additional costs of certain out-of-school trips parents/carers are sometimes asked to make a “contribution to the cost of their child’s participation in the trip”. In addition, the school also reserves the right to make a charge to parent/s/carers for activities in the following categories:

- Materials/ingredients for practical lessons;
- Individual music tuition;
- Charges for loss or damage to academy property i.e. lost equipment/books and wilful or malicious damage to academy buildings or property;
- Charges for students who fail to attend for public examinations;
- Re-sit fees will be charged to parents at the appropriate rate.

The academy will consider, where appropriate, making payment in full or part for children from families where genuine hardship can be proven. A student whose parents/carers who do not make a contribution will not be treated differently.

An activity may be cancelled if insufficient funding is generated from voluntary contributions.

In the event of a student not being able to take part in a trip, every effort will be made to find a replacement. If this is not possible then the academy regrets that whilst it would hope that parents/carers may forfeit deposits, it could well be that any monies already paid may not be refundable if they subsequently withdraw their child from the activity/trip.

Parental consent will be obtained where children are to participate in any activities for which a charge may be made.

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NB: ADDITIONAL UNAVOIDABLE EXPENDITURE

If the academy incurs any additional expenditure on behalf of a student whilst on an academy activity then the parents/carers would be expected to reimburse the costs to the academy e.g. student loses his/her passport whilst on a foreign trip.

Telephone Calls

A charge for the use of academy telephones for private calls will be levied to all users:

- 10p for local calls;
- 20p for national calls;
- overseas calls – approval to be sought from the Principal and an appropriate charge to be made.

Photocopying

A charge will be levied for all private photocopying:

- A4 black and white – 2p per side
- A3 black and white – 4p per side
- A4 colour – 10p per side
- A3 colour – 20p per side

Other consumables to be charged at the appropriate rate. Please consult with reprographics department at the academy for up to date charging. These charges may fluctuate slightly to take into account price increases but are currently:

- Laminating – A4 – 10p each
- Laminating - A3 size – 15p each
- OHTs – 29p each – photocopier
- OHTs – 33p each – write on film
- Spiral binders – 28p each
- Slide binders – 11p each

Examinations

In the event that a student fails to attend an examination, the academy reserves the right, where appropriate, to charge parents for the examination registration fee

Re-sit fees will be charged to parents at the appropriate rate.

Voluntary Contributions

Voluntary contributions may be invited for any of the academy's activities. The academy wishes to make it clear that:

1. There is no obligation to make a contribution;
2. A student whose parents do not make a contribution will not be treated differently;

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3. An activity may be cancelled if insufficient funding is generated from voluntary contributions.

Hiring of Premises

The academy no longer hires out its premises.

Refund of Trip Monies

Should there be surplus funds left after organising an academy trip, once all invoices have been paid, then this will be refunded so long as the amount equates to £5 or above per student.

The academy reserves the right to charge a non-refundable deposit. However, should it be necessary for a student to cancel their place on a trip and this place is subsequently taken by another student then a refund will be made wherever possible. However, it should be noted that there may be some costs incurred, for example an admin. charge by airlines when transferring passenger details.

Next Review Date: November 2025