



LANDAU
FORTE
COLLEGE
DERBY

Policy Name	Charging & Remission
Policy Number	2
Date of Issue	19 September 2020
Author	Lee Shakespeare
Reviewed by	Lee Shakespeare
Date of next review	September 2021

Notes:

All policies issued across the Trust must be created from this Template

1. Scope of the policy

This policy applies to Landau Forte College Derby.

2. Purpose of the policy

A wide range of additional activities make a valuable contribution towards students' all round educational experience and their personal and social development. The College is committed to the principle that every member of the College community is entitled to participate fully in the range of activities offered both within and beyond the curriculum.

The Local Governing Body of the College are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered by the Principal. Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

3. Policy Detail

Charging

- 1.1 We reserve the right to make a charge in the following circumstances:
- i. *College trips and residential held in college time:* the board and lodging element of any residential or outdoor education programme.
 - ii. *Visits during the College day:* a voluntary charge will be made to cover the cost of educational visits and other activities. However, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.
 - iii. *Activities held outside college time:* the full cost for each student of journeys, trips and residential fees in the UK and abroad which take place at weekends and during holidays, where these are deemed to be optional extras.
 - iv. *Materials:* the cost of instruments, equipment, ingredients or raw materials used by students, for example, to make food or technology products, where the product will be the property of the student.
 - v. *Acts of vandalism or negligence:* part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more students.
 - vi. *Examination fees:* part or all of the cost of entry for an examination, either where the College considers the examination unsuitable for the student or where the student fails to complete all of the requirements for the examination without evidence of good reason, such as a medical certificate.
 - vii. *Direct costs of non teaching staff, building and accomdation, or direct costs of teaching staff contracted purely to provide optional extras.*
 - viii. The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Policy Number:

Version:

Date of Issue:

- 1.2 Any charge made for trips or activities will include insurance costs.
- 1.3 Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity.
- 1.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Remission

2.1 Where those having financial responsibility for a student receive qualifying benefit, we will remit the full cost of board and lodging for any residential activity which the student is required to attend and which takes place within College time or is required for their studies at the College.

2.2 On a case by case basis, we may remit charges in full or in part in response to a parental request on grounds of financial hardship where the request has the support of the Principal.

Voluntary Contributions

3.1 We may also organise activities during College time that are voluntary and collective and can only take place provided sufficient voluntary contributions are received by a particular date. In this case, there will be no discrimination against those who have not made a voluntary contribution.

Monitoring, Evaluation and Review

4.1 The policy will be promoted and published throughout the College.

4.2 The Governing Body will review this policy and assess its implementation and effectiveness.

Policy Number:

Version:

Date of Issue:



Date	20.09.2020
Change Made	
Made By	Lee Shakespeare