Orion Spires

Charging and Remissions Policy

Date Reviewed	**September 2026**
Review Cycle	**2 Years**
Next Review Date	**September 2028**

CHARGING & REMISSIONS POLICY

Introduction and Purpose

The aim of this policy is to set out the circumstances under which the school will:

- Levy a charge to Parents/Carers
- Grant a remission of normal charges, and
- Ask for voluntary contributions.

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

Charging

The Academy reserves the right to make a charge in the following circumstances for activities organised:

- Academy trips and residential in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses
- 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
- Materials & ingredients: 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
- Lost or damaged Academy property e.g. text or exercise books, equipment,
- Acts of vandalism and negligence: the Trustees reserve 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 (This includes the iPad)
- 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 has paid an entry fee, the Trustees 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 payment must be made before the appeal is lodged,

- *Optional Extras:* Charges may be made for some activities that are known as 'optional extras' and include:
    - Education provided outside the Academy time that is not part of the national curriculum; a part of a syllabus for a prescribed public examination or part of religious education.
    - Examination entry fee(s), if the registered student has not been prepared for the examination(s) at the Academy
    - Transport that is not required to take the pupil to Academy, or to other premises where the local education authority/Trustees have arranged for the student to be provided with education
      Board and lodging and other related expenses for a student on a residential trip
    - Any materials, books, instruments, or equipment provided in connection with the optional extra
    - Non-teaching staff
    - Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
    - The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where tuition is an optional extra

Remission of Charges

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

Insurance

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

Voluntary Contributions

Nothing in this policy statement precludes the Academy from inviting parents to make voluntary contributions. The Academy should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

Monitoring, Evaluation and Review

The Academy 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.