



Charging and Remissions Policy

Review Date: January 2026

Review by: Finance, Audit and Risk Committee

Final Approval: Finance, Audit and Risk Committee

Context

The Core Values which relate specifically to this policy state that we are working together to form relationships based on

- **Faith** – everyone is invited to develop their understanding of Christian belief, worship and lifestyle.
- **Truth** - everyone is required to be honest and to communicate in a positive manner
- **Responsibility** - everyone is expected to understand the consequences of their actions
- **Justice** - everyone is entitled to be treated fairly and to promote the self-esteem of others
- **Compassion** – everyone is encouraged to be generous in their concern for others

Such values contribute to our common purpose of “Striving for high quality education with a strong Christian ethos”, and as such underpin Charging and Remissions procedures within the Academy.

Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the UK GDPR and the Data Protection Act (2018) and following the Academy’s Data Protection policy.

Principles

The Governing Body of the Academy supports the principle of free school education. It recognises the valuable contribution that a wide range of additional activities, including educational visits and students’ residential experiences can make towards education. It therefore aims to promote and provide such activities both as part of a broad and balanced curriculum for students and as additional optional activities (see Educational Visits Policy). The governors will operate ‘The Stopford Student Fund’ to assist any student who experiences financial difficulties and is therefore precluded from involvement in an educational visit or residential activity. ‘The Stopford Student Fund’ will be maintained by charitable contributions. This fund will not override the priorities determined by the Pupil Premium budget and strategy.

Policy

1. Charges

The Governing Body reserves the right to make a charge for activities organised by the Academy as follows:-

- The board and lodging element of residential activities deemed to take place within Academy hours
- The full cost to each student of activities deemed to be optional extras taking place outside Academy hours
- The cost of materials, ingredients and equipment in appropriate curriculum subjects where the parents wish the student to own the item
- Full charge for the cost of Extra-Curricular Music lessons
- The Academy will request full reimbursement from parents for student vandalism and any other student damage when specific student/s have been identified.
- The Academy will charge students for lost library or textbooks. The library or faculty (as appropriate) will write to the parent requesting reimbursement with instructions on how payment should be made
- The Academy will charge for reimbursement of any examination costs relating to private examination entries which are not part of the academy curriculum

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The Governing Body may, from time to time, amend the categories of activity for which a charge is made.

This policy does not preclude the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students, (for example, payment for materials for Design Technology or Food Technology) or from making such activities conditional upon financial support from parents, except where the remissions criteria apply.

If a charge is made for each student, this will not exceed the actual cost of the activity. Profit will not be made from the contributions of one student in order to cover the contributions of another student. In the unlikely event of an overcharge parents/carers will be refunded amounts over £10. Individual surpluses of less than £10 will be credited to 'The Stopford Student Fund'. If a balance remains on any visit account twelve months after that visit is completed, then the balance will be automatically transferred into 'The Stopford Student Fund'.

2. Remissions

Where parents experience difficulties in meeting expenses (i.e. in receipt of income based benefits) the Governing Body will endeavour to remit in full, through 'The Stopford Student Fund', the cost of any residential activity:

- if that activity is deemed to take place within Academy hours;
- where it forms part of the syllabus for a prescribed public examination of the National Curriculum, and;
- where no alternative activity is provided or available.

When arranging a chargeable activity, parents experiencing financial difficulties (ie receiving income based benefits) are invited to apply to the Assistant Business Manager in confidence for a contribution in part or full from the following funds:

- 'The Stopford Student Welfare Fund', applications accepted from all year groups;
- Pupil Premium Fund. This is funding for to support students financially who currently receive Free School Meals (FSM) or have received FSM in the last 6 years (FSM6), children of armed forces families or who are in permanent foster care, looked after, or previously looked after;
- 16-19 Bursary Fund, applications accepted from Year 12 and 13 students.
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Authorisation of applications will be made by the Pupil Premium Co-ordinator, the Assistant Business Manager and where required a member of the Senior Leadership Team. There will need to be sufficient funds, and the scope and conditions of these funds will need to be met.

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