



The **co-operative**  
academy of Manchester

# CHARGING AND REMISSION POLICY



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## Introduction

The Co-operative Academy of Manchester Governing Body 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. No charge will be made for activities during Academy hours that are part of the National Curriculum or religious education or that form an essential part of the syllabus for an approved examination.

## Charging

The Co-operative Academy of Manchester Governing Body wishes to see the Curriculum enriched as far as possible for the benefit of all students. It recognises that whatever public funds and sponsors' endowments are made available they will never be sufficient to fund all desirable activities at the required level.

The Co-operative Academy of Manchester Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- i *Academy trips and residential experiences in Academy time:* the board and lodging element of the residential experience and outdoor pursuit courses;
- ii *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;
- iii *Materials:* the cost of materials or ingredients for Design and Technology and Food Technology, if parents/carers have indicated in advance that they wish to own the final product;
- iv *Acts of vandalism and negligence:* the Governing Body reserved 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;
- v *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested. This is refundable if the student attends for examination.

*Re-sits* for public examinations where no further preparation has been provided by the academy

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 Governing Body 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.

- vi *Music Tuition:* in respect of individual music tuition and group music tuition up to and including 4 persons if the teaching is not an essential part of either the National Curriculum or a public examination syllabus. The cost of peripatetic instrumental instruction is subsidised by the Academy.

## **Remissions**

Where the parent/carer of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging 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 a public examination.

The Governing Body may remit other charges in full or in part to other parents/carers after considering other specific hardship cases. The Governing Body invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of the Governing Body.

## **Insurance**

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

## **Voluntary Contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make voluntary contributions.

The Governing Body, however, is very clear that any contributions are voluntary; that children of parents/carers who do not make a contribution will not be discriminated against.

If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

## **Freedom of Information Act**

Single copies of the information covered by The Co-operative Academy of Manchester publication scheme are provided free (see list below). However, the Governing Body reserves the right to make a charge:

- For multiple copies of information covered in the FoI Act 2000



- If a request involves a lot of photocopying or printing
- Where cost of postage is high

In these cases the individual will be informed of the likely cost before fulfilling their request.

## **Charges for use of Academy facilities / Lettings**

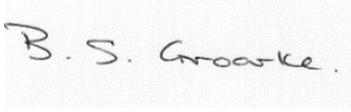
A charge, at least the cost of providing the facilities, will be normally be made for the use of the Academy's accommodation and facilities (Lettings) and for all external work processing, copy-printing, design work, etc. Details are available from the Financial Director.

## **Other Charges**

The Co-operative Academy of Manchester may levy charges for miscellaneous services up to the cost of providing such services, e.g. proving a copy of the OFSTED report.

## **Monitoring, Evaluation and Review**

The Governing Body 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.

<b>Adopted by the Co-operative Academy on</b>	<b>20<sup>th</sup> March 2018</b>
<b>Chair of Governors</b>	
<b>Principal</b>	
<b>Review date</b>	<b>February 2020</b>