

CHARGING AND REMISSIONS POLICY

POLICY ESSENTIAL INFORMATION

Title:	Charging and Remissions Policy
Identifier:	CS_2.2
Date of Last Review:	August 2020
Status:	Statutory
Committee:	Leadership
Leadership Lead:	CEO/Principal
Review Process:	Annually
Location:	Website
Reviewed and approved:	August 2020

CHARGING AND REMISSIONS

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1. Aims

Our Academy aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

3. Roles and responsibilities

3.1 The Local Advisory Board (LAB)

The LAB has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual Board Member or the CEO/Principal. The LAB also has overall responsibility for monitoring the implementation of this policy.

3.2 The CEO/Principal

The CEO/Principal is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

3.3 Staff

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the CEO/Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applied
- The Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation

3.4 Parents

Parents are expected to notify staff or the CEO/Principal of any concerns or queries regarding the Charging and Remissions Policy.

4. Voluntary contributions

The Academy is able to ask for voluntary contributions from parents to fund activities during Academy hours which would not otherwise be possible.

5. Remissions

In some circumstances the Academy may not charge for items or activities, however, this will be at the discretion of the LAB and will depend on the activity in question.

6. Monitoring arrangements

The Finance Team monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Corporate Services Executive annually. At every review, the policy will be approved by the Finance and General Purposes Committee.