Ormiston Academies Trust

Ormiston Sudbury Academy
Charging and Remissions Policy

Policy Owner	Mrs S Morris, Principal
Approved by	Local Governing Body
Reviewed	September 2026 No change
Next review date	September 2029

[OAT]
Ormiston Academies Trust
ACHIEVING MORE TOGETHER

ADDITIONAL ACTIVITIES ORGANISED FOR STUDENTS: CHARGES AND REMISSIONS

A. INTRODUCTION

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards students' personal and social education.

2. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.

B. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy.

1. Academy Journeys to support the curriculum:

a) The board and lodging element of residential activities deemed to take place within academy hours:
b) Revision Residentials, Foreign Exchanges, Any activity relating to curriculum led activities that is not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education.

2. Activities outside academy hours

a) The full cost to each student of the following activities deemed to be optional extras taking place outside academy hours; e.g. Skiing Holidays, Duke of Edinburgh Award Activities, Theatre, educational and recreational visits, Lunchtime concerts, Leavers' Proms.
b) Instrumental Music Tuition - at the present time there will be a contribution by parents to the cost of instrumental tuition dependent upon:
    I. Length of lesson
    II. Whether lesson shared or not (maximum 2)

    The Governing Body has the right to make a charge to parents for all or part of the cost of providing such tuition. Charges will not exceed the cost to the Academy of such tuition. Charges may be subsidised in the following circumstances: Where a student is in receipt of (or registered for) free school meals. Current legislation allows students to be charged for instrumental music tuition so long as a teaching group does not exceed 4 students. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the Academy's curriculum. The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

3. Materials. Instruments etc.

As and when appropriate, there will be a cost for the purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for certain activities, for example: food ingredients, DT materials, art materials. The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

4. Examination Fees

Where a pupil has not been prepared for a public examination by the Academy, the Local Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents. This includes all Associated Board Music Examinations. If a student fails without good reason to complete the examination requirements for any public examination for which the Academy has paid (or is liable to pay) an entry fee, then the Governing Body will recover the fee from the parent. If a student fails to complete the set work for an accreditation or is unlikely to not grade, parents will be asked to fund any entries or entries will not be made in that subject.

5. General

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

ii) Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

C. REMISSIONS

1. When the Academy informs parents about a forthcoming residential visit, it will be made clear to them, that if they are in receipt of certain benefits and can provide proof of the same, they will be exempt from paying the cost of board and lodging. The list of benefits to which this applies, can be accessed at https://www.gov.uk/apply-free-school-meals

2. In certain circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Principal will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be at the Principal's discretion. The decision will be made by the Principal in consultation with the Director of Finance.