



THE
ADEYFIELD ACADEMY

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Charging & Remissions Policy

Date:	September 2020
Review Date:	September 2022
Co-ordinator:	Miss S Rogers

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

1. Charging Policy

The school has adopted the Local Authority's (LA) policy which is to charge students for the following areas of activity as permitted under the Education Act (1996).

2. Field Studies and Trips

- The school may ask for a voluntary contribution toward the costs of day trips or activities designed to enhance the curriculum. This contribution (per student) must not exceed the cost of the trip. All students will be included regardless of ability or preference to pay, but if insufficient contributions are received, the trip may be cancelled
- Board and lodging on residential visits will be charged unless the parents/carers are in receipt of Income Support or other listed benefits
- Non-Curriculum trips will be charged at the full costs for students

3. Music

- Costs associated with individual tuition in playing a musical instrument whether in or out of school hours, are billed directly to the parent by Herts For Music.
- Should students wish to have one to one instrumental lessons the school are able to organise this however the cost of such will be charged to the parent by Herts For Music.

4. Exams

- The cost of entering a student for a public examination not prescribed in regulations, and for preparing the student for such an examination outside school hours
- The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school
- The cost of entering a student for a public examination re-sit beyond the school curriculum offer that provides for re-sits as part of the designed programme
- The costs of any scrutiny of examination results if so requested by parents/carers

5. Uniform

Uniform is provided by our uniform outlet. Uniform is not part of our HCC delegated funding and therefore sales are through the school's fund account.

6. Lockers

Parents/Carers who request and are allocated a school locker for their child are charged a fee. A portion of this fee is for the hire of the locker and is non-refundable. A portion of this fee is refundable on return of an undamaged, clean locker and the locker key.

7. Minibus

The school may charge if children are transported in the minibus to an extra-curricular activity. However, in the event that a charge is made it will be used to cover the expenses of the trip and not to make a profit.

8. Damage/Loss

The Principal may at their discretion, ask for parent/carer support in passing on any charge for wilful damage to, or loss of, the school's property as a result of that student's unreasonable behaviour.

9. Voluntary Contribution

The Principal or Governing Body may ask parents/carers for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally
- The sale of Revision Guides by departments to students is permitted at cost
- The sale of stationery by the resources department to students is permitted at cost
- The cost of ingredients and materials needed for practical subjects such as Design Technology (including Catering, Food technology, Resistant Materials and Graphics) if parents/carer have indicated, in advance, their wish to own the finished product

10. Free School Meals

Free School Meals are granted by the Local Authority on application. Students in receipt of free school meals are allocated a biometric account loaded with the value of a school meal.

Late claimants for free school meals will only be back-dated to a maximum of one half-term. Schools receive funding annually based on the October School Census. Therefore, despite HCC eligibility, backdating claims to the beginning of a term the school can only absorb refunds backdated one half term on written requests. The school will take into consideration any annual holiday or other absences during that period.

11. Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed every *two years* or earlier if necessary. This policy is available to parents on request.