



CHARGING AND REMISSIONS POLICY

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**Presented to
AMAT Trustees Audit Committee
on
17th March 2020 and subsequently approved and
adopted on the same date**

**Chair of AMAT Audit Committee:
Mr Will Clayton**

Signature: _____

Date: _____

17/3/20

This policy will be reviewed in the light of operating experience and/or changes in legislation.

Charging and Remissions Policy

Introduction

AMAT is committed to providing a free school education that is inclusive to all pupils. The 1996 Education Act sets out the law on charging for school activities and visits. This document outlines the aspects of school life where charges and/or requested for voluntary contributions apply. Any individual or family discouraged from participating due to financial restraints should refer to section 8.

1 Curriculum Visits and Activities

Voluntary contributions will be requested to offset costs including travel, entry fees, insurance and cover for staff accompanying the activity. Each school within AMAT reserves the right to cancel activities and refund all contributions received in the event of insufficient funds. A charge will be made to cover the costs of materials/ingredients when families opt for the finished product(s) to be taken home.

2 Extra-Curricular Visits and Activities

A rich and varied programme is offered to enhance the learning experience. The majority of trips and activities are charged at full cost (apportioned equally to the number of participants) and will not proceed unless costs are met by those involved - participation is entirely voluntary. Costs are estimated based on anticipated numbers when advertised and any subsequent surplus arising in excess of £10 per pupil will be returned to parents. Any surplus less than £10 per pupil is retained as a contingency fund.

3 Examination Fees

Parents will be required to pay in advance the full published cost when requesting any private entry(*), resit(*), remark and/or copy of examination scripts. *An additional charge will be made to cover the costs of supervision during examination sessions extending beyond the school's scheduled provision. Parents will be charged to reimburse the school in the event of a student not attending an examination, withdrawing beyond the published refund date and/or submitting coursework post deadline.

4 Music Tuition

Participation is optional with termly tuition payable in advance (the minimum commitment is for one term and refunds are not given for non-attendance). Instrument can be hired on a termly basis payable in advance subject to availability.

5 Sundry Items and Refundable Deposits

Throughout the school year optional extras may be made available to purchase at full cost eg revision guides. Other items may be offered on the basis of a refundable deposit eg locker keys and equipment loans. In the event of items not being returned by the dates agreed (and in an acceptable condition), the deposit will be retained by the school.

6 Damage and Replacement

AMAT schools provides students with a variety of materials such as text books, planners, pin badges etc; payment will be requested for replacement items arising from loss and/or misuse. Parents will be charged for removal of graffiti, breakages or damage to school property when it is deemed to have been caused willfully.

7 Refunds

In the event of a pupil not participating in an activity, charges (including deposits) are non-refundable unless full or partial costs can be recovered (either from the supplier or by another pupil taking the place). Parents are asked to liaise with the individual school's finance office as circumstances will differ with each activity. Parents are liable to pay the full cost of an activity when agreeing for their child to participate eg. the remaining balance of the cost of a trip is payable if your child withdraws and where the price has been determined based on agreed numbers and a replacement can't be found.

The individual school's management reserves the right to withdraw students from activities for disciplinary reasons and in these circumstances no refund will be given.

8 Remissions

The following options may be available on request (please allow up to 5 working days for a response):

- Agreed payment instalment plans
- Agreed extension to payment date
- Requests to reduce the amount payable will be considered on an individual basis.

Parents should contact the individual school's finance office in the first instance. Requests will be treated in confidence within the context of liaison between staff members with responsibility for each activity. Any subsidy is wholly at the individual school's discretion and subject to sufficient funds being available.

Review

This policy will be reviewed in the light of operating experience and/or changes in legislation.