



Part of Washwood Heath Multi Academy Trust

Head of Academy: Mr C Etheridge

CEO: Mrs B Mabey

Charging and Remissions Policy

Adopted by Governors: November 2015

Date of review: October 2018

Introduction

The Governing Body recognises the valuable contributions that the wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education.

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

Charges

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

Individual Instrumental Tuition

A charge of £80 per term is made in respect of individual instrumental tuition for students.

Academy journeys in academy hours

The board and lodging element of the following residential courses deemed to take place within academy hours – Adventure activities, courses and events organised by external bodies, experience of foreign travel, field study courses.

Activities outside academy hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside academy hours – Concerts, environmental study visits, lectures by external bodies, musicals, museums, physical education activities, theatre visits and visits to places of worship or interest.

Charging in kind

Design Technology

In this subject the governing body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Examination Fees

Where a pupil has not been prepared for a prescribed public examination by the academy, the governing body may make a charge for the cost of entering the pupil for the examination as they can for entries to non-prescribed examinations whether or not prepared by the academy.

If a pupil 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 may recover the fee from the parent.

Breakages/Damage/Loss

Students breaking, damaging, defacing equipment or any part of the academy premises will be asked to pay for repair of the same. Charges will also be made for any equipment or books lost by the students to enable replacements to be obtained. Details in respect of these charges can be found in Appendix A.

General

The governing body may from time to time amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Head of Academy on behalf of the governing body from inviting parents to make a voluntary contribution towards the cost of providing an education for students.

Remissions

Where the parent of a student are in receipt of benefits, the governing body may remit in full the cost of board and lodgings for any residential activity that it organises for the student if the activity is deemed to take place within the academy hours or where it forms part of the syllabus for a prescribed public examination or the national curriculum.

Damage by pupils

When a pupil causes damage to academy property a decision must be made as to whether the pupil will be required to pay towards the cost of rectifying the damage. In making the decision the following questions will have to be considered.

- Were the pupil's actions which led to the damage reasonable, or could they be considered as either careless or reckless?
- Was it foreseeable that the pupil's actions would cause the damage that occurred?
- Was it the actions of the pupil that were entirely responsible for the damage, or were there other contributory factors (e.g. wear and tear, pre-existing damage, actions by other people which contributed to the pupil's actions)?
- Was the damage intentional?
- What is the ability of the pupil to pay for rectifying the damage?

Payment for damage caused

The following principles should be used in determining how much a pupil ought to contribute towards rectifying damage they have caused, and how they will be asked to pay.

- No pupil will be required to pay the entire cost in one lump sum, unless they themselves wish to do so.
- The academy will agree a schedule of repayment with the pupil and his parents.
- As far as possible any payments should come from money earned by the pupil, or given to him on a regular basis e.g. as pocket money, and not from other family resources.
- If it is clear that family financial circumstances limit the ability to pay the amount requested according to the scales below, and would cause hardship to others in the family, a lesser contribution will be agreed between the parents and the academy.
- Payments will be made through the academy office and receipts issued.
- In all cases of damage, as well as seeking to recover costs, the academy will determine whether the pupil should also be dealt with under the academy's disciplinary code.

Scale of charges

- If the pupil's actions were reasonable and the consequential damage that occurred was not easily foreseeable, the academy will not seek to secure a contribution towards rectification.
- If the damage was foreseeable by the pupil at the time they took the actions but their actions were reasonable, the academy will seek to secure up to 20% of the cost of rectification.
- If the damage was foreseeable and caused by careless actions by the pupil, the academy will seek to secure up to 40% of the cost of rectification.
- If the damage was foreseeable and caused by reckless actions by the pupil, the academy will seek to secure up to 60% of the cost of rectification.

- If it is beyond reasonable doubt that the damage is intentional, but its extent was not foreseeable at the time the pupil took the actions which led to it, the academy will seek to secure up to 80% of the cost of rectification.
- If it is beyond reasonable doubt that the damage is intentional, and its extent was foreseeable, the academy will seek to secure the entire cost of rectification.
- In all cases, if there were other factors outside the pupil's actions which contributed to the damage caused, the sum sought will be reduced from the percentages above, and may be as little as a zero contribution.
- In all cases, if the family feels that the academy's request for payment is unreasonable, they will be able to appeal to the governing body.
- The academy will not undertake legal action against a pupil in order to recover the cost of rectification.

Guideline examples:

A pupil leans against a door and the bolt gives way, causing the door skin to split.
It is reasonable to lean against a door. The damage is not easily foreseeable. No charge would be made.

A pupil pulls at a locked cupboard to open it, causing the bolt to give way and damage the interior door surface.
Someone may reasonably use more force than usual, not realising the door is locked or that the force they applied would damage the door. Repetition of similar actions by others previously may have weakened the bolt. No charge would be made.

A pupil knocks on a window to attract their friend's attention. They repeat the knocking a little harder when their friend does not respond, and the window breaks.
Most people will knock on a window at some time to attract attention, but it is foreseeable that this will sometimes result in damage. Up to 20% may be requested.

A pupil is playing a chasing game with friends. To avoid being caught he leaps up at the wooden fence and quickly scrambles over. He breaks the top part of the feather board.
Although it is reasonable to play chasing games in the playground, it is foreseeable that you may break a fence by clambering over it. His actions were hasty, careless and avoidable. Up to 40% may be requested.

A pupil is chasing another to get revenge. He pursues the other pupil into a classroom. In order to get at him he leaps over desks and chairs, knocking them over. They grapple with each other, and knock over more furniture. Two tables and a chair are found to have been broken as a result.
*The pupils did not intend to break furniture, but it is entirely foreseeable that leaping on tables and knocking them over will cause damage. They should not have been chasing each other in a classroom in the first place.
 Their behaviour was reckless and thoughtless. Up to 60% may be requested from them.*

A pupil is resentful about being kept in by a member of staff on Friday after the end of the day. On their way out of the academy after the detention they notice that the staff member has left a pile of books next to the sink in the staff workroom. They go into the room, push the books into the sink, turn on the taps and run off, expecting the teacher to return to the room in the next few minutes. The teacher has decided not to stay at the academy any longer or to take work home, and exits by another route. No other staff are in the area of that staff workroom. The cleaners are not scheduled to clean in that area until Monday morning. Another part of the building is being used for a meeting, so the caretaker does not come to the workroom to lock up until 7.30. By that time there has been extensive flooding causing water damage to the carpet, books and boxes in the workroom, ceiling tiles and other goods in the room below. The cost of rectification is £500.00

The pupil clearly intended to cause damage to the exercise books. He did not realise that the sodden books would block the sink and cause it to overflow, or that the damage would not be discovered for two hours. (Other incidents of flooding in the toilets had usually been discovered within minutes.) The extent of the eventual damage was not therefore easily foreseeable. Up to 80% would be requested. Since the family is in receipt of income support, and a request for the full 80% (£400.00) would cause hardship, the pupil is required to pay £5.00 per week from his personal paper round earnings until he leaves the academy in 30 weeks time.

A pupil spray paints graffiti in a number of locations on the exterior stonework of the academy. He is clearly identifiable from CCTV footage. A graffiti removal company is commissioned to remove the graffiti at a cost of £350.00.

It is beyond reasonable doubt that the damage was intentional, and its extent was foreseeable. Both the boy's parents earn average incomes. He receives weekly pocket money of £10.00 and he has a paper round. He would be asked to pay the full amount from his own resources. In this case we might request that his pocket money be paid in to the academy until the amount is repaid in full.