



THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

POLICY FOR CHARGING AND REMISSIONS



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This policy has been compiled in line with DfE requirements and in accordance the Education Act 2011.

The Governing Body believes that every child should have access to an enriched curriculum experience at Admiral Lord Nelson School. Budgetary constraints require voluntary contributions to aid these experiences, but Governors are committed to ensuring that no child is disadvantaged as a result of it's charging policy.

1. **Admission**

There are no charges in respect of admission to the school, or in respect of the education provided therein during normal school hours.

2. **Trips**

Where extended trips are arranged, charges will be made for board and lodging. The school will endeavour to provide assistance where parents are in receipt of income support or family credit.

3. **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.

If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

4. **Music Tuition**

Music tuition is provided by specialist Instrumental Music Teachers for all students who are interested. Lessons take place after school and parents are requested to contribute for each lesson. Bursaries are available on application to assist students from low income families.

5. **Work Experience**

Travel by students in connection with Work Experience visits will be at the students' own expense.

6. **Technology, Art and Design**

Charges in respect of materials for Technology, Art and Design lessons will not be made unless parents/guardians have agreed in advance to purchase the finished article(s). However, voluntary contributions may sometimes be invited, whether in money or materials.

7. **Remission**

The Governors will always consider remission of any charges over and above statutory remissions where evidence is produced of particular hardship.

8. **Damage**

Charges will be made in respect of the following items, where damage is the direct result of student misbehaviour:

The cost of replacing damage to the facilities, eg broken windows
The cost of replacing defaced, damaged or lost books and equipment.

9. **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school. The school may request of invite parents to make a contribution towards the cost. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

10. **Lettings**

The school will make its facilities available to community users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governor's Finance and Estates Committee.