
CHARGES AND REMISSIONS

PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents/carers work collaboratively to develop a learning environment and organisation which is innovative, creative and exciting. All members of the Academy are motivated and inspired by its vision and ethos to give their best and to play a full part in its life. Our dual specialisms of Design and Performing Arts will equip our students with world class skills for the world of work.

This policy, and its associated procedures and protocols, is based on these key principles.

The Governors have adopted the following policy:

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences, can make towards a student's education. 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.

The policy with respect to charges:

- i) **Academy trips and activities in Academy hours**
That where activities (excluding private Music Tuition) are planned to take place in the Academy session time, we cannot charge any student for activities or travel if 50% or more of the trip is during Academy teaching time or the trip is designed to fulfil a statutory requirement of the national curriculum or the syllabus of a public examination. We may charge for board and lodgings, but not from those who parents/carers are in receipt of benefits. Parents can be invited to make voluntary contributions towards the cost of these activities, but that a student should not be debarred from taking part in an activity because his/her parents/carers cannot, or will not, contribute. However, lack of parental contributions is likely to result in cancellation of the visit.
- ii) **Academy trips and activities outside Academy hours**
Where more than 50% of the activity is outside of Academy hours and the trip is not designed to fulfil a statutory requirement of the national curriculum or the syllabus of a public examination we may charge to recover the full cost of the activity.
- iii) **Materials**
That appropriate charges be made for ingredients and materials where students will be taking the product home, or consuming it.

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iv) Examination Fees

That where a student fails to complete the requirements for a public examination without good reason, his/her parents/carers are liable to pay the entry fee for that examination. Students are also liable to pay entry fees for subsequent retake examinations. External exam remark and coursework appeals will be paid for by the candidate.

v) Acts of Vandalism and Negligence

That parents/carers be required to meet the cost of losses, breakages and damages where this is the result of their child's behaviour.

The Academy cannot be held responsible for the replacement costs of valuables, personal clothing or equipment either inadvertently lost, damaged or misplaced, or not reclaimed on time from staff to whom personal items have been entrusted for an agreed period.

The policy with respect to remissions:

The Governing Body does not intend any student to be disadvantaged with respect to the policy on charges. Parents/carers therefore, may contact the Academy, by letter or telephone, to have the charges remitted either in part or in full. The request will be considered by the Principal in consultation with the Chairman of Governors.

For further information please consult the Academy's Finance Department

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or annually to assess implementation and effectiveness.

This policy will be promoted and implemented throughout the Academy.