



Our mission - ‘To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God’.

Our Core Values.

Faith, Aspiration & Unity

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

CHARGING & REMISSIONS POLICY

Charging & Remissions Policy - Document Status			
Date of review completion	July 2020	Named Responsibility	Business Manager
Inception of new Policy	July 2020	Named Responsibility	Finance & Personnel Committee
Date of Policy Adoption by Governing Body	July 2020	Review Date	July 2023
Policy Basis	HTA		

Governing Body Statement of Charging and Remissions Policy

1. The Governing body has noted that The Education Act 1996 allows charges to be made in the following areas:-

- **Optional Extras:** Activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place “out of school time”.
- **Materials used in craft subjects:** Subject to the parents having agreed in advance they wish to own the finished product.
- **Individual Instrumental Tuition:** Individual instrument tuition not related to the National Curriculum or to prescribed public examinations.
- **Board and Lodgings Charges:** At any time (“in school time” or “out of school time”) subject to full remission to those parents in circumstances as described below for residential visits taking place or deemed to take place “in school time”.
- **Examination Entry Fees:** Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits of prescribed public examinations where no further preparation has been provided by the school.

2. Remission of certain charges

Remission of certain charges will be available to those parents meeting criteria as set out at annex A. Applications for remission should be made in confidence to the Headteacher.

3. Voluntary Contributions

- The Education Act 1996 does not debar voluntary contributions being made by parents in any situation.
- It is the Governors’ intention that the School will, wherever appropriate seek voluntary contributions from parents in order that the present high level of School activities can be maintained. In seeking voluntary contribution, parents will be informed that activities could either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.
- The Governing Body note that there are no restrictions on the level of voluntary contribution that can be made nor are there any restrictions as to the use to which such contributions may be put.
- The contribution must be genuinely voluntary, there is no obligation on parents to contribute and students will not be treated differently according to whether or not their parents have made any contribution.
- The Governing Body recognises that participation in trips and visits is voluntary and notwithstanding charging requirements parents have the right, for whatever other reasons, to choose that their children not participate.

4. The Charging and Remissions Policy for Holy Trinity Academy will, for the time being, be as follows:-

- i. The Governors reserve the right to make charges where the law allows and as set out in 1 above.
- ii. In line with the School disciplinary code parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual student’s behaviour.
- iii. Printing costs for ICT once a student’s allocation has been exceeded will be charged to parents.
- iv. Full charges will be made for all trips not considered to be an integral part of the student’s statutory rights through the National Curriculum.

- v. Fees for the remarking of examination scripts where the original grade awarded is challenged at the student or parents' request: costs will be passed to the parents. (Successful 'appeals' result in the return of fees paid.)
- vi. Resits of public examinations where the student fails without good reason to complete the requirements of the original examination where the Governing Body originally paid or agreed to pay the examination fee, irrespective of whether or not the student was prepared by the School.
- vii. Charges for on-line UCAS applications via the School: costs will be passed to the parents

Governing Body Statement of Charging and Remissions Policy

Annex A

Eligibility for Remission of charges

Remission of certain charges will be available on application to those parents in receipt of:

- Income support;
- Child Tax Credit. Providing they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that, and does not exceed £16,190;
- Income Based Job Seekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The Guarantee element of the State Pension Credit,

where the student takes part in a residential visit, in or out of School hours, which is deemed necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the School is preparing the student to sit, or the syllabus for Religious Education.

Applications for remission should be made in confidence to the Headteacher.