



Charges and Remissions Policy

PUPILS:

The Rationale:

Sandal Magna Community Academy believes that all education should be free at the point of access, and tries very hard, within its limited resources, to support this philosophy.

1) Trips and Visits

All trips and visits are part of the Academy curriculum unless parents are specifically informed otherwise. As such all pupils should go on the trips as they are an integral part of the class work at the time. Trips and visits are usually financed through a combination of Academy and parental contributions.

In some circumstances a teacher may wish to take a group or class on a trip which cannot be afforded by the Academy; in these circumstances voluntary donations will be asked for as usual, but if sufficient donations are not forthcoming the trip may have to be postponed or cancelled. In this situation all monies would be refunded to the parents who had made donations, and the teacher would either select another, less expensive venue or wait until Academy funds could provide the necessary support. If residential trips are planned contributions may be required to support the costs of board and lodgings.

2) Loss or Damage to Academy Property

The Academy may ask parents to pay the cost of breakage and damage to items such as broken windows, damaged or lost reading books, especially if this is a result of a pupil's behaviour

3) School Uniform

The Academy realises the cost implications that parents face when purchasing Academy uniform that bears the Academy logo. As such, the Academy has taken the decision to sell Academy uniform to parents/carers at cost price i.e. no profit is made. (This decision is subject to a periodic review on the 1st September each year).

4) Out of Hours Learning Activities

Although every effort is made to avoid charges, the Academy has the discretion to charge for out of hours learning activities. Generally charges will only be made where additional costs are incurred by the Academy in the running of such activities (e.g. additional staff to support the summer school to ensure correct pupil/adult ratios). Charges will also be made when pupils attend cookery club as the products made cease to be Academy resources and go home with the pupils.

STAFF:

The Governors acknowledge that there are legitimate reasons for staff to use Academy equipment for personal reasons.

The guidelines issued by the Governors are as follows:

- Staff should ensure that equipment is maintained in good order when it is being used – if there are any problems these should be reported as soon as possible.
- Staff may only borrow equipment upon completion and authorisation by the Headteacher of an “Academy Equipment Loan” form. If staff are taking equipment home to use they should first ensure that it is covered by their home insurance.
- The charges listed below are adhered to.

1) **Borrowing equipment**

There is no charge for borrowing school equipment, but the guidelines above must be adhered to. Any damage to equipment must be reported as soon as possible and the borrower will be liable for the cost of repairs. (**Reference to be made to the “Loan of Equipment to Staff policy”**).

2) **Private use of school telephones:**

Private use of phones is not allowed unless in an emergency situation. If an emergency call is made the member of staff must inform the Business Manager who will calculate and collect the money for the cost of the call.

3) Private photocopying:
Copies will be charged at the current rate at the time of copying. The member of staff must inform the Business Manager of the number of copies made. The Business Manager will then calculate and collect the money for the cost of the copies.

4) Private use of printers:
Print outs will be charged at the current rate at the time of printing. The member of staff must inform the Business Manager of the number of prints made. The Business Manager will then calculate and collect the money for the cost of the printing.

5) Private use of the Internet
The Internet is a facility comparable to the telephone, and the same principles apply. The amount of actual time that staff have to use the internet is minimal because of the constraints of the school day, so it is not school policy to charge staff for the because this would not be cost effective.

The principles governing the use of the telephone regarding “proper” usage are however still applicable. Sites that that are professionally or socially unacceptable (e.g. depict violence, racism, sexually explicit material etc.) should not be accessed at any time.

6) Lettings
It is the policy of the Governing Body that local interest groups and general community use of the school should be encouraged and that the rates will be minimal, set on an individual basis according to the nature and type of activity. These rates would be set to reflect the actual cost to the school (heating, use of equipment, etc.) as well as covering the costs of the caretaker’s wages and cleaning.

Commercial activities will be charged at the rates that are agreed with the Academy itself prior to any events or at the rates recommended by the Diocese at the time.

Both of the above will include payment for the caretaker to open and close the school and to arrange the appropriate level of cleaning.