

Ormiston Academies Trust

# City of Norwich School, An Ormiston Academy

## Charging and remissions policy

Policy version control

|                        |  |
|------------------------|--|
| Policy type            | CNS Model Policy   |
| Author                 | Steph Dunne CNS Finance and HR Manager   |
| Approved by            | Mark Colman OAT Regional Finance Partner   |
| Release date           | January 2026   |
| Next release date      | January 2027   |
| Description of changes | <p>Section 5 Refunds</p> <p>5.1.14 Where there is a balance in a trip or activity fund which exceeds £5 per participating student, has been increased to £10 per participating student</p> |
| Links to               |  |

# Contents

|                                  |   |
|----------------------------------|---|
| 1. Introduction.....             | 3 |
| 2. General Principle .....       | 3 |
| 2.1. Overview .....              | 3 |
| 2.2. Exceptions .....            | 3 |
| 3. Voluntary contributions ..... | 4 |
| 4. Other charges.....            | 4 |
| 5. Refunds .....                 | 4 |

Awaiting final governor approval

# 1. Introduction

The Academy is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996. Governors adopt this policy in line with their stated aim and principles and with their commitment to providing 'Excellence in All'.

The governing body confirm their belief that this policy is in line with legislation and DFE Charging for school activities.

The governing body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a students' personal and social education. The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

## 2. General Principle

### 2.1. Overview

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- 2.1.1. Within school hours (but excluding the mid-day break)
- 2.1.2. A National Curriculum requirement, but out of school hours
- 2.1.3. For statutory religious education
- 2.1.4. For a prescribed public examination prepared for by the school

### 2.2. Exceptions

Charges are permitted under the Act to meet the costs of the following:

- 2.2.1. Board and lodging on residential educational trips
- 2.2.2. Non educational trips
- 2.2.3. Trips which take place mainly outside of normal school hours
- 2.2.4. Residential trips where more than half of the days are non-school days
- 2.2.5. Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- 2.2.6. Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where parents have agreed in advance that the finished article should be owned by the parent or the pupil
- 2.2.7. Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours. An additional administration charge of £15.00 per unit may be charged for all private entries.
- 2.2.8. Entering a student for a public examination against the wishes of the school
- 2.2.9. Re-marking an examination paper where the re-mark is requested by the parent or student

- 2.2.10. Re-sits of prescribed public examinations where the academy has paid for the original examination entry and where the re-sit is at the request of the parent or student. The academy may also levy a 15% administration charge.
- 2.2.11. Voluntary optional extras provided outside of school hours (or mainly outside school hours).
- 2.2.12. Books, revision guides, stationery, locker locks and other items where the items will be kept by the student.
- 2.2.13. Certain items will be loaned to students where a deposit is paid by the student in advance and returned at the point at which the item is returned to the academy (e.g. Salto keys, text books)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred

### 3. Voluntary contributions

3.1 The Act permits voluntary contributions to be requested for any specific visit or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student will be excluded from a visit or activity because of an inability or unwillingness to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

### 4. Other charges

- 4.1. Photocopying and/or printing which is not required by a member of staff may be charged for.
- 4.2. Students will be allocated a notional printing budget, if this is exceeded charges may be made at the discretion of the academy.
- 4.3. The academy will seek payment from parents for damage to or loss of academy property caused willfully or negligently by a student.
- 4.4. The academy will/may seek payment from parents if Attendance is less than 90% between Sept of Yr12 and exam entries deadline 1st Feb of Yr13, Families/Home will be expected to pay the exam fees. (between £100 and £300 per exam).

### 5. Refunds

- 5.1. Refunds of charges or voluntary contributions received will be made in the following circumstances:
  - 5.1.1. Cancellation of trips or activities due to circumstances beyond the student's control
  - 5.1.2. Where the academy decides that a student is not permitted to take part in an activity or trip for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
  - 5.1.3. In the event that an examination re-mark requested by a parent or student is successful
  - 5.1.4. Where there is a balance in a trip or activity fund which exceeds £10 per participating student
- 5.2. In other circumstances, at the discretion of the Headteacher.

## 6. Remissions and Support Fund

- 6.1. It is our aim that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits the Hardship fund. The Hardship fund is administered by the Finance staff. Complete confidentiality will be observed in all such matters.
- 6.2. Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the final payment deadline for the trip or activity. Finance staff will also advise parents of other funds to which they may wish to submit a request.