



CHARGING AND REMISSIONS POLICY

RESPONSIBILITIES	
To determine and approve policy and ensure compliance	ESA School Board
To implement, deliver and comply	Headteacher and School Board
APPROVAL DATE	June 2023
COMMITTEE	ESA School Board
DURATION	3 Years
REVIEW DATE	June 2026
SLT LEAD	Headteacher

Contents

Introduction to Policy	1
Charging	1
Remissions	1
Insurance	1
Voluntary Contributions	2
More Information	2

Introduction to Policy

Please note: Throughout this policy, the term “parents” means all those having parental responsibility for a child.

Elstree Screen Arts recognises the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

Charging

Elstree Screen Arts reserves the right to make a charge in the following circumstances for activities organised by the school:

- i. School visits and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses;
- ii. Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- iii. Acts of vandalism and negligence: Elstree Screen Arts reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- iv. Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which Elstree Screen Arts has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries or resits to be made, which are not supported by Elstree Screen Arts.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), Elstree Screen Arts will remit in full or in part the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

Elstree Screen Arts may remit charges in full or in part to other parents after considering other specific hardship cases. Elstree Screen Arts invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary Contributions

Nothing in this policy statement precludes Elstree Screen Arts from inviting parents to make voluntary contributions. Elstree Screen Arts should make clear that such contributions are voluntary; those children of parents who do not contribute will not be discriminated against and that if insufficient contributions are received the trip may be cancelled.

More Information

If you still have a question or query please use the following contact details:

Email: admin@esaacademy.org

Phone: 020 8386 6220