

Charging and Remissions Policy

The Bishop of Winchester Academy



Sapere Aude

Document Control Table

Policy Title	Charging and Remissions Policy
Author: Name, Code, Role	Jon Adams, JAD, Finance Director
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History

V	Date	Author Code	Revision Summary
2	Feb 2013		Updated, ratified by Full Governing Body: 21 st March 2013
3	June 2015		Reviewed and updated
4	July 2019		Reviewed
5	July 2020		Reviewed
6	Pentecost 2025	JAD	Addition of a control table. Numbering system added. 5.4: Replaced; 'provided during academy hours' with 'a necessary part of the National Curriculum, part of a syllabus for a prescribed public examination or religious education'. 6.1: Deleted; 'outside Academy hours'. 6.2: Deleted; 'Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards expenses for residential courses during Academy time'. 6.5: Replaced; 'an amount above' for 'in excess of' £10. 7.1: Removed; 'Residential courses during Academy time: parents/guardians will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses. 7.2: Removed; The Academy will meet these costs for children whose parents/guardians receive: Income Support, Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual taxable income that does not exceed £16,190, Income-Based Job Seekers' Allowance, Employment Support Allowance (Income Related), Guaranteed Element of State Pension Credit, Support under Part VI of the Immigration and Asylum Act 1999. 7.3: Clarified; as 'Education activities'. Review section now summarised as part of Control Table. 7.8 and 7.9: Parents to meet (all) costs for replacement/damage. New section on debt recovery added.

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Sponsors' Statement

All The Bishop of Winchester Academy (TBOWA) policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each policy evidences the commitment of the Sponsors to the Principals and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities.

1. Introduction

- 1.1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

2. Who does this policy apply to?

- 2.1. This policy applies to all staff, parents and governors of TBOWA.

3. Who is responsible for carrying out this policy?

- 3.1. The implementation of this policy will be monitored by the Governing Body of TBOWA and remain under constant review by a designated member of the Academy Leadership Team (ALT).

4. What are the principles behind this policy?

- 4.1. Other than in the case of board and lodging no charge will be made in cases where an activity is provided:
 - 4.1.1 to fulfil any requirements specified in the syllabus for a prescribed public examination, or
 - 4.1.2 specifically to fulfil statutory duties relating to the National Curriculum, imposed by section 74(3) (ii) of the Act, or
 - 4.1.3 specifically to fulfil statutory duties relating to religious education imposed by section 10(1) (b) of the Education Reform Act 1988.

5. Procedure

- 5.1. The Academy may invite parents and others from time to time to make a voluntary contribution towards any part of the Academy's work, and to permit the provision of activities which might not otherwise be possible.
- 5.2. Parents will be informed of the decision to ask for voluntary contributions at the planning stage of activities.
- 5.3. Planned activities may be cancelled if financial support is not forthcoming.
- 5.4. No student will be left out of any activity that is a necessary part of the National Curriculum, part of a syllabus for a prescribed public examination or religious education because his/her parents cannot make a voluntary contribution.
- 5.5. Parents may be asked to make a voluntary contribution towards activities taking place during Academy hours, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the Academy's basic curriculum for religious education.

6. Charging

- 6.1. Parents will be asked to meet the full cost of optional extra activities which happen, where these activities are not a necessary part of the National Curriculum, part of a syllabus for a prescribed public examination or religious education.
- 6.2. A charge may include an allowance for the cost of staff from the Academy who supervise optional extra activities.

- 6.3. Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in groups.
- 6.4. General fundraising and sponsorship may be used to permit additional activities.
- 6.5. Refunds will be issued to parents in cases where the profit on the trip divided by the number of children on the trip amounts to in excess of £10 per child.

7. Charging Structure

- 7.1. Activities outside Academy normal hours and not within the National Curriculum (ranging from Breakfast Club, after Academy clubs, holiday activities) are classed as “optional extras”. Parents/guardians will be asked to meet the full cost of these activities if appropriate.
- 7.2. In the case of residential experience, every effort would be made to offer value for money.
- 7.3. Education activities in Academy time and within the National Curriculum: parents/guardians may be asked to make a voluntary contribution.
- 7.4. Where an activity and/or optional extra occurs both within curriculum time and outside it shall be measured by:
 - 7.6.1 Amount of time that occurs within curriculum time against time outside the curriculum. Travel will be included in this calculation.
 - 7.6.2 If the time within curriculum hours is greater than that part of the activity occurring outside curriculum hours it shall be seen as a curriculum activity and only a voluntary contribution shall be requested.
- 7.5. Contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.
- 7.6. Individual music tuition takes place on the basis of private charges between music tutors and parents.
- 7.7. Parents/guardians will be charged for: extra examination entries; re-sits without tuition; entries for examinations not on the prescribed lists; and “wasted” examination entries.
- 7.8. Parents/guardians will be expected to meet replacement costs of lost or damaged Academy books or equipment.
- 7.9. Parents/guardians will be expected to meet the costs of breakages or damage to Academy buildings, furniture or property.
- 7.10. The Academy sells a variety of materials to students in the Academy shop and in class, ranging from stationery and calculators to commercially produced revision guides. Prices are set to cover the Academy’s costs.

8. Insurance

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

9. Voluntary contributions

- 9.1. Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary; children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

10. Debt recovery

- 10.1. We will always make every effort to recover debts that are owed to the Academy, to ensure that public funds are protected and they are used efficiently and effectively for the purpose for which they were awarded.
- 10.2. Should debts remain outstanding beyond the due date, the following will be implemented by way of consequences:
 - 10.2.1. Trip or activities deemed as non-curriculum

10.2.1.1. Unless full payment is received by the date of the trip or activity, or the final payment date if earlier, the pupil will be removed from the trip and the deposit amount, and any other amount for which onward payment to suppliers has already been made, will be non-refundable.

10.2.2. Invoices for damage and vandalism and other costs arising from any misdemeanors

10.2.2.1. If debts remain outstanding beyond the due date, then the student in question will be unable to attend or be invited to attend any non-curriculum activity.

10.2.2.2. For the avoidance of doubt, any deposit, and any other amount for which onward payment to suppliers has already been made, will be non-refundable.

10.3. The process for chasing debts will follow the below schedule

	Stage	Action	Timeframe
1	Informal Reminder	Email/text/letter reminder.	Immediately after due date.
2	First Formal Reminder	Formal written reminder.	7 days after Stage 1.
3	Second Formal Reminder	Formal written warning.	7 days after Stage 2.
4	Escalation	Referral to senior leadership and external debt recovery agency or raising of court papers.	14 days after Stage 3.