

# Fees and Remission Policy

<b>Policy</b>	Fees and Remission Policy
<b>Author</b>	Lorna Worthington (from September 2016)
<b>Considered by Committee</b>	Finance
<b>Date Adopted</b>	27 February 2013
<b>Last Review</b>	13 February 2019
<b>Next Review</b>	February 2020

## Changes

---

Author: Beccy Knight – until August 2016

## Contents

---

Changes	2
Contents	2
1 Music Tuition	3
2 Charging for College/School Activities and Remissions	3
3 Lettings	4
4 Damage/Loss to Property	4
5 Other Charges	4

# Instrumental Music Tuition and Other Activities

## 1 Music Tuition

---

- The Multi Academy Trust (MAT) values the teaching and experience of instrumental music
- Education legislation allows schools to charge for Instrumental/Singing Tuition
- While recognising that Instrumental/Singing Tuition should be available as widely as possible, the AT has to bear in mind that any subsidy of the costs of Instrumental/Singing Tuition will only benefit those students who choose to take Instrumental/Singing Tuition lessons i.e.: less than 10% of the AT role
- The trustees will continue, while it is possible, to fund Instrumental/Singing Tuition (the “Music Fees” Cost centre) with a subsidy
- Beyond this subsidy – which will be applied to cover Remissions, Instrument hire and/or purchase and/or repair, ensemble tuition etc – the cost of Music Tuition must be covered by fees paid by students receiving tuition
- The Curriculum Team Leader for Music will – in consultation with students, parents/carers and Instrumental Teachers – advise parents/carers on the appropriate form of tuition for each student. Whilst every effort will be made to provide the type of tuition requested, circumstances may not permit this
- The following remissions will apply:
  - For those on Free School Meals: up to 20% of fee
  - Students receiving tuition on a minority instrument (string family, oboe, trombone, tuba, euphonium, bassoon or percussion) will pay the rate for a group of 2 or 3
- Payment to be made in termly instalments in advance; invoices are sent out termly

## 2 Charging for College/School Activities and Remissions

---

Additional activities outside the normal College/school day, such as residential and other trips away, are available and charges may be made in the following circumstances:

- The board and lodging element of any educational visits and activities taking place mainly during College/school hours
- The full cost to each student of activities taking place mainly outside College/school hours which are optional extras and not a required part of the curriculum
- Where the College/school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the College/school, the College/school may request or invite parents/carers to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled
- Charging in kind for the cost of materials and ingredients for Technology subjects. Charges will be made for ingredients and materials or we shall ask that they are provided, by the student, where parents/carers have indicated in advance the wish to have the finished product
- Charges will also be made for entry for prescribed public examinations if a student fails, without good reason, to complete the examination requirements for which the College /school has paid or is otherwise liable to pay an entry fee. Such charges will also be considered where unauthorised absence has meant that the College/school has not been able to prepare a student properly for a public examination

In certain cases, the above charges can be refunded wholly or in part e.g. students in receipt of Free School Meals may be eligible for a remission of up to 20% on certain trips or events which are part of the curriculum, funded by the Pupil Premium. The College/school follows the Local Authority’s remissions policy for families receiving Income Support. The Principal/Headteacher may remit in full or part charges in

respect of a student, if she/he feels it is reasonable in the circumstances. Further details will be provided at appropriate times and are also available from the College/school office.

### **3 Lettings**

---

The MAT will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee as delegated to the Business Director.

### **4 Damage/Loss to Property**

---

A charge will be levied in respect of wilful damage, neglect or loss of MAT property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or a lower cost as decided by the Principal/Headteacher.

A charge will be levied in respect of wilful damage, neglect or loss of MAT property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the MAT, the charge to be the cost of replacement or repair, or a lower cost as decided by the Principal/Headteacher.

### **5 Other Charges**

---

The Principal/Headteacher or Trustees may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of the OFSTED report.

BIK 6.2.13, 1.8.14, 18.8.15

LW 19.10.16, 23.02.17, 10.10.18, 13.02.19