



**LINKS**  
**ACADEMY**  
MULTI ACADEMY TRUST

EXCITING OPPORTUNITIES • WIDER HORIZONS • SUCCESSFUL FUTURES

# Charging & Remissions Policy

---

May 2024 V1.1

LINKS MULTI ACADEMY TRUST  
1 Hixberry Lane  
St Albans  
Hertfordshire  
AL4 0TZ

Tel: 01727 836150  
Fax 01727 790530  
Email: [admin@linksacademy.herts.sch.uk](mailto:admin@linksacademy.herts.sch.uk)  
Author: Rosie Marwaha

LINKS MULTI ACADEMY TRUST  
Charging and Remissions Policy  
May 2024  
Page 1 of 5

Author: David Allen

Co-ordinator: Executive Headteacher

Committee: Academy Resources and Audit Committee (ARAC)

Date Revised: May 2024

Date Approved: May 2024

Review Date: May 2025

## Amendments

Periodically the Senior Leadership Team and Board of Trustees will add to or revise the content within this policy. Any revision made are noted below.

Edition	Date	Revision made by	Content revised
V1.1	May 2024	Rosie Marwaha	No changes

*Please note that for the purpose of this policy, the following terminology will apply:*

Headteacher	Headteacher of School, Headteacher, Executive Headteacher
Trust	Links Multi Academy Trust
School	Links Multi Academy Trust St Albans/Links Multi Academy Trust Hatfield/Cedars
Parent	Parent means the person with parental responsibility, and could be the carer.

## **Rationale**

We are committed to ensuring that all students at Links Multi Academy Trust have access to a wide range of school activities and trips (curricular and extra-curricular) regardless of the financial circumstances of their parents/carers. We recognise the valuable contribution that a range of additional activities, can make towards our students' education.

## **Aims**

The aim of our Charging and Remissions Policy is to ensure that, during the school day, all students have full and free access to a broad and balanced curriculum. The School Day is defined as 8.40 am to 3.00 pm Monday to Thursday, and 8.40 am to 2 pm on Fridays.

### **1. No charges will be made for:**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- entry for a prescribed public examination, if the student has been prepared for it at the school\*
- examination re-sit(s)\* if the student is being prepared for the re-sit(s) at the school
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
- transport provided in connection with an educational trip
- board and lodging for a residential trip
- materials /ingredients for art, DT or food technology.

\* If a student fails, without good reason, to meet any examination requirement for a syllabus a charge may be made for materials for art or DT or ingredients for food technology.

### **2. The school reserves the right to make a charge for the following:**

- Examinations
  - In the following limited circumstances:
    - In the case where the school enters the student but where their preparation has been through private tuition or, in the case of re-sits the student has received no further preparation since his/her earlier examination

- For non-prescribed examinations for which students are being prepared with their parent/carers agreement
  - Where the parent/carer asks for the examinations results to be re-scrutinised or asks for photocopies of completed scripts
  - Where the school recovers wasted examination fees if a student fails without good reason to complete the examination requirements
- Replacing damaged items
    - To enable the cost of replacing damaged items as a result of the student's behaviour.

## Policy Review – Charging & Remissions

This policy will be reviewed in full by the Links Multi Academy Trust Trustees on an annual basis.

The policy was last reviewed and agreed by the Academy Resources and Audit Committee (ARAC) and the Trustees in May 2024.

It is due for review in May 2025 up to 12 months from the above date.

Signature

Date

David Allen  
Executive Headteacher

Signature

Date

Maire Lynch  
Chair of Trust