

Charges, Refunds and Remissions Policy

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Approved By:	Trustees
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Impact Assessed	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Document Control

This document is issued, controlled and impact assessed by the Senior Leadership Team.

The latest version of the procedure will be maintained on the School Website.

Charges, Refunds and Remissions Policy

Scope

Charges are not made for activities which occur mainly within normal school hours, nor for any essential material or equipment. In the case of residential visits, parents may be asked to pay for the cost of board and lodging, even if they occur mainly during school time, and to make voluntary contributions to cover travel and tuition costs. School funds are inadequate to cover all the School's many activities and outings, therefore, parents are asked to make voluntary contributions in certain circumstances:

School Trips and Visits

No student is ever excluded from an activity for financial reasons and there is remission of charges in cases of financial difficulty. A discretionary fund has been established to assist the cost of financing trips. Each case is to be judged on its individual merits. Where a residential trip takes place wholly, or mainly, during school hours, students are eligible for free school meals will be able to access assistance from the Endeavour Academy Discretionary Fund.

Where appropriate the Endeavour Academy will submit funding requests on behalf of the students.

School Trips and Visits – Refunds

If after completion of a trip or journey a surplus exists, the money will be applied as follows:

- If the surplus is greater than 5% of the contribution per head, subject to a minimum of £5, then a refund of the full amount of the surplus will be offered to parents.
- If the surplus is less than 5% of the contribution per head or less than £5, the surplus will be placed in the school discretionary fund.

Product Ownership

Endeavour Academy students are encouraged to be creative and may sometimes wish to make products with materials that cannot be purchased from the average school budget. If the student wishes to own the product at the end of the design process, a charge will be made for the additional materials.

Portable IT Appliances

At ENDEAVOUR ACADEMY we encourage students to utilise technology and our vision is for students to access 24 hour learning via portable appliances. Students wishing to take home devices such as iPads, will be expected to pay for the insurance cost covering home usage.

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Public Examinations

No charges are made for entering students for public examinations that are included in our standard curriculum offering. However, an examination entry fee may be charged to parents if:

- The student was not prepared for the examination at the school;
- The student has requested to sit an examination, which is outside the standard curriculum offering;
- A student fails, without good reason, to complete the requirements of any public examination where the school originally paid, or agreed to pay, the entry fee e.g., unauthorised holiday, unauthorised absence or general refusal to sit the exam.

A fee will also be applied for examination retakes. Further details are available from the Head of Administration.

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Table of Charges

Activity	Comment
Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the music service increase. Parents in receipt of certain benefits could be eligible for a reduction of fees. The first child in the family pays full fees, the second and subsequent child will pay half fees. Any examination fees are paid by parents.
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits.
Re-scrutiny of exams results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted exam fees	Parents to be charged.
Educational Visits and fields trips	Parents will be asked for a voluntary contribution.