



VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE: **A**mbitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

RATIONALE

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential 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.)

Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- *Academy trips and residential in Academy time:* the board and lodging element of the residential experience and outdoor pursuit courses;
- *Activities outside Academy 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;
- *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- *Acts of vandalism and negligence:* the Governing Body 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;
- *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 the Academy 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 to be made which are not supported by the Academy.

Remissions

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

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body 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 the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against. However if insufficient voluntary contributions are received, the Academy reserves the right to cancel the trip/event.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Policy written by the Principal in consultation with staff November 2010

Signed off by the Chair of Governors on behalf of the Governing Body on 8th December 2010

Reviewed by the Principal and Governing Body on 8th November 2013

Next Review Date: March 2018