



## Charging and Remission Policy

### Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of ***any updates*** they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:

Justyna Smith and Ellen Bawden

Updated on:

20<sup>th</sup> November 2020

Date to be reviewed:

20<sup>th</sup> November 2021



# FORTUNA ATHENA

F E D E R A T I O N



Signed ..... Date .....  
(Executive Head of Fortuna & Athena Federation)

Signed ..... Date .....  
(Head of Fortuna School)

Signed ..... Date .....  
(Head of Athena School)

Signed ..... Date.....  
(Chair of Governors)



## Context

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- 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 pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it 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 pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip

## Voluntary contributions



When organising school trips or visits to enrich the curriculum and the educational experience of the children, parents and carers of Fortuna School are invited to contribute to the cost. It must be stipulated that all contributions are on a voluntary basis and parents/carers are under no obligation to make a donation. Dependant on the category of the outing the Senior Management Team will decide whether there will be request for a voluntary contribution and will set the price, accordingly.



When organising school trips or visits to enrich the curriculum and the educational experience of the children, parents and carers of Fortuna School are invited to contribute to the cost. It must be stipulated that all contributions are on a voluntary basis and parents/carers are under no obligation to make a donation. Dependant on the category of the outing the Senior Management Team will decide whether there will be request for a voluntary contribution and will set the price, accordingly

## Remissions



Fortuna and Athena Schools are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents/carers of that child are unwilling or unable to pay. The identity of the child or parents/carers of the child, who did not want to or could not make the payment, will not be disclosed under any circumstances.



## **School Uniform**



Fortuna School provides each child with a book bag at no charge. The current cost of the uniform is listed in Appendix B. Any changes to cost will be noted on Fortuna School's website. Uniforms are available to purchase from the school's office, as well as from the Uniform Direct website.



Uniform for Athena School pupils is available to purchase from the school office. Prices will be amended at the start of each academic year. Appendix A details the cost for 2020-2021.



## APPENDIX A

### Athena Uniform Price List – September 2020

#### **Athena Grey School Polo shirt**

<i>Age 9 – Age 13</i>	£8.00
<i>Age 14 – Large</i>	£9.60
<i>XLarge – 2XLarge</i>	£9.90
<i>3XLarge</i>	£10.50

#### **Athena Teal School Jumper**

24" – 28"	£11.20
30" – 34"	£12.00
36" - 40"	£15.36
42" – 44"	£16.32
46" – 48"	£17.28

#### **P.E Hooded Top Grey**

Age 9/10 - Small	£15.00
Medium to 3XLarge	£18.00

#### **P.E Polo Shirt**

Age 9/10 – Small	£10.75
Medium – 3XLarge	£12.90



## APPENDIX B

### Fortuna School Uniform Price List – September 2020

Polo Shirts	5/6	£6.00
Polo Shirts	7/8	£7.00
Polo Shirts	9/10	£7.00
Polo Shirts	11/12	£7.00
Polo Shirts	13	£7.00
Polo Shirt	34"	£8.00
Sweatshirts	5/6	£8.00
Sweatshirts	7/8	£8.00
Sweatshirts	9/10	£8.00
Sweatshirts	11/12	£8.00
Sweatshirts	13	£8.00
Sweatshirts	XS	£10.00