

## GLC CHARGING AND REMISSIONS POLICY

This Policy was originally created in:	Summer 2010
This Policy was ratified by the Board of Directors on :	Spring 2025
This Policy will be reviewed on :	Spring 2026

### **GLC Mission Statement**

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

### **Equalities Statement**

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

# GLC Charging and Remissions Policy

## Preamble

It is the right of every student within the Gateway Learning Community [GLC] to receive free education and activities offered wholly or mainly during normal teaching time. These must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides academies with the discretion to charge for optional extras [provided wholly or mainly out of academy hours, and to invite voluntary contributions for the benefit of the academy or in support of any activity organised by the academy, whether during or outside academy hours], the GLC academies will always take particular account of students whose families are suffering financial hardship and help wherever they can. Each GLC academy will hold a proportion of the Pupil Premium funding it receives to ensure that targeted pupils are supported in a variety of ways to access every aspect of the curriculum and to make accelerated progress.

## Policy Statement

The GLC's policy on specific matters relating to charging and remission is as follows:

### 1. Admissions

There is no charge for admission to any GLC academy;

### 2. Meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Those who are not entitled to free school meals will be charged as per the displayed price in each academy;

### 3. Practical Subjects [such as Design and Technology]

Where students have indicated that they wish to own a finished product, the GLC may make a charge. The charge shall not exceed the cost of the materials used by the student;

### 4. Optional Extras

A charge may be made for optional extras provided wholly or mainly outside academy hours, except where such activities are provided:

- i) To fulfil any requirements specified in the syllabus for a prescribed public examination.
- ii) Specifically to fulfil statutory duties relating to the national curriculum.
- iii) Specifically to fulfil statutory duties relating to Religious Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating students, and may include elements for:

- a) A student's travel costs.
- b) A student's board and lodging costs.
- c) Entrance fees to museums, castles, theatres, etc.
- d) Insurance costs.
- e) Board and lodging [during residential trips].

GLC academies may charge for books and materials that a parent wishes their child to keep [the cost must be made clear to parents before the charge is made];

5. **Tuition for a musical instrument except where the Criteria (i), (ii) and (iii) shown in Section 2 of this Policy Statement apply**

The GLC will make a charge for individual and group musical instrumental tuition, whether inside or outside Academy hours. Prior written confirmation must be obtained by the GLC Academy from the parents that they are willing to pay the charge. The charge will include the cost of the teacher, and where appropriate the cost of music and hire and insurance of the instrument.

6. **Public Examinations**

Where a student has not been prepared for a public examination by the GLC Academy (including GCSE resits), but has been allowed by the Academy to sit the examination at the Academy as an examination centre, the GLC may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge. Where the Academy prepares a student for a public examination not prescribed in regulations, even outside Academy hours, a charge should not be made for teaching costs or for the examination entry fee.

Where a student fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, the GLC may recover the fee from the parents regardless of whether the examination is prescribed.

7. **Transport for Work Experience.**

Where a student travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of students whose families are in receipt of Income Support or Family Credit. Where activities of this sort are organised by the GLC Academy, it will be expected to meet the travelling costs of these students

8. **Breakages**

Parents can be asked to pay for the cost of replacing broken windows or damaged books, etc, where this is a result of a student's poor behaviour. Where appropriate, parents will be issued with an invoice from the GLC's finance team to the value of the item.

9. **Private Use of the Gateway Learning Community Facilities**

Directors delegate the responsibility to the Chief Accounting Officer for determining charges for the private use of GLC Academy facilities.