



# CHARGING AND REMISSIONS POLICY

Ratified by Governors/Principal:	Principal
Current ratification date:	Spring 2016
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Responsibility of:	June Foxtton

## **INTRODUCTION**

The Academy Governing Body (the Academy) recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' all round educational experience and their personal and social development.

As a general rule any activity or material which is needed as part of normal curricular activities does not incur a cost to parents (the term parent meaning a person having parental responsibility for a student). Where required the Academy reserves the right to charge parents in accordance with the provisions of the Education Act 1996.

The Academy cannot charge for:

- an admission application to any state funded school;
- education provided during Academy hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside of Academy 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 Academy, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the Academy, and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy.

The Academy reserves the right to make a charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes them to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below);
- community facilities

## **OPTIONAL EXTRAS**

Charges may be made for some activities that are known as optional extras. Where an optional extra is provided a charge can be made for providing materials, books, instruments or equipment. Optional extras are,

- education provided outside of Academy time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy; or
  - c) part of religious education;
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- transport that is not required to take the student to the Academy, or to other premises where the Academy have arranged for the student to be provided with education;
- board and lodging for a student on a residential trip;
- materials for example in food technology or technology where parents have indicated in advance that the student wishes to take the finished product home;
- extended day services offered to students (for example breakfast club, after school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- the cost of buildings and accommodation;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged purely to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. There will be no element of a subsidy included for students who participate but whose parents are unable or unwilling to pay. Parental agreement will be obtained in advance where the provision of an optional extra activity will incur a charge.

## **TRANSPORT**

The Academy will not charge for:

- transporting registered students to or from the school premises where the local authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the Academy has arranged for them to be educated;
- transport that enables students to meet an examination requirement where the student has been prepared for the examination at the Academy; or
- transport provided in connection with an educational visit.

## **TRIPS AND RESIDENTIAL VISITS IN ACADEMY HOURS**

(50% or more of the time spent on activities and travel occurs during Academy hours – for a full definition see appendix 1)

The board and lodging element relating to the experience. The exception is for students whose parents receive benefits as listed in appendix 2; they will receive full remission and the cost will be met by the Academy

## **TRIPS AND RESIDENTIAL VISITS OUTSIDE ACADEMY HOURS**

(50% or more of the time spent on activities and travel occurs outside Academy hours – for a full definition see appendix 1)

The full cost to each student of all approved activities deemed to be optional extras including travel, board and lodging, materials and equipment, activities, entrance fees, teaching and support staff engaged in the trip or visit, and insurance.

## **MUSIC AND VOCAL TUITION**

Although the law states that all education provided during Academy hours must be free, specialist music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, and the teaching is not an essential part of the National Curriculum. Lessons can be for either an individual student or groups of any size appropriate to the lesson and health and safety considerations. Charges will not exceed the cost of provision, including the cost of staff who provide the tuition.

No charge will be made if the teaching is an essential part of the national curriculum or for a student who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

## **EXAMINATIONS**

The Academy will charge for examination entries in the following circumstances:

- the Academy has not prepared students for the examination in the year for which the entry has been made, or
- the examination is on the set list but the student was not prepared at the Academy;
- the examination is not on the set list but the Academy arranged for the student to take it, or
- a student has failed, for no acceptable reason, to complete the requirements of the examination course or attend the examination, or
- a student wishes to re-sit the examination or module for which the Academy has paid the initial fee.

## **WORK EXPERIENCE PLACEMENTS**

The cost of travelling expenses from home to a work experience placement will be the responsibility of the parent (carer).

## **REMISSIONS**

Where the parent of a student is in receipt of qualifying state benefit, 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. A list of the (current) qualifying benefits is listed at Appendix 2. As these change from time to time clarification should be sought from the Academy when applying for remission.

The Academy may remit charges in full or in part to other parents after considering other specific hardship cases.

The Academy invites parents to apply in writing to the Principal, 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 the Governing Body.

## **ACTS OF VANDALISM AND NEGLIGENCE**

The Academy will seek payment from parents for the cost of damage to Academy property caused willfully or negligently by their child.

## **VOLUNTARY CONTRIBUTIONS**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions for the benefit of the Academy or any Academy activities. However if the activity cannot be funded without voluntary contributions the Academy will make this clear to parents at the outset.

No student will be excluded from an activity simply because their parents are unable or unwilling to pay; the Academy will make it clear from the outset its policy of allocating students to the visit. If insufficient voluntary contributions are raised to fund a visit (for example) and the Academy cannot raise funds in any other way then it will be cancelled.

Parents will not be pressurised to make payment when requesting voluntary contributions.

## **MONITORING, EVALUATION AND REVIEW**

This policy will be reviewed when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the Governing Body.

**NON-RESIDENTIAL ACTIVITIES AND VISITS**

If 50% or more of the time spent on the activity occurs during Academy hours, it is deemed to take place during Academy hours. Time spent on travel counts in this calculation if the travel itself occurs during Academy hours. Academy hours do not include the breaks during the day.

Where less than 50% of the time spent on an activity falls during Academy hours, it is deemed to have taken place outside Academy hours. For example, an excursion might require students to leave the Academy an hour before the day ends, but the activity does not end until late in the evening.

**RESIDENTIAL VISITS**

If the number of Academy sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during Academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Academy day, regulations require that the Academy day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

**Example 1: Visit during Academy hours**

Students are away from noon on Wednesday to 9.00 pm on Sunday. This counts as nine half days including five Academy sessions, so the trip is deemed to have taken place during Academy hours.

**Example 2: Visit outside Academy hours**

Students are away from Academy from noon on Thursday until 9.00 pm on Sunday. This counts as seven half days including three Academy sessions, so the trip is deemed to have taken place outside Academy hours.

### REMISSIONS

When the Academy informs parents about a forthcoming trip, they will make it clear that parents who can prove they are in receipt of the following benefits at the time of the trip will be exempt from paying the cost of board and lodging:

- Income Support;
- Universal Credit in prescribed circumstances (government will prescribe circumstances when fully rolled out)
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the most recent limit notified by the DfE (£16,190 2013/14);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.