

# CHARGING AND REMISSIONS POLICY

## 1. Introduction

- 1.1 This policy has been formulated in accordance with the Academy's Funding Agreement.
- 1.2 The aim of this Policy is to set out what charges will be levied for activities, what remissions will be implemented, and the circumstances under which voluntary contributions will be requested from parents.
- 1.3 The Governors of the Academy are responsible for determining the content of the Policy, and the Principal for its implementation. Any determinations relating to individual parents will be considered jointly by the Principal and Governing Body.
- 1.4 The Governing Body of the Academy recognise that legislation prohibits charges for the following:
- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).
  - Education provided outside Academy 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 Academy, or part of religious education.
  - Tuition for pupils 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 pupil is being prepared for at the Academy, or part of religious education.
  - Entry for a prescribed public examination, if the pupil has been prepared for it at the Academy.
  - Education provided on any trip that takes place during Academy hours.
  - Education provided on any trip that takes place outside Academy 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 Academy, or part of religious education.
  - Supply teachers to cover for those teachers who are absent from the Academy accompanying pupils on a residential trip.
  - Transporting registered pupils to or from the Academy premises, where the Local Authority has a statutory obligation to provide transport.
  - Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated.
  - Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the Academy.
  - Transport provided in connection with an educational trip.

## 2. Publication

- 2.1 Information in relation to this Policy will be made available to parents.

## 3. Charges

- 3.1 Where pupils are given the opportunity to choose to attend a residential activity, all or a portion of the board and lodgings may be charged for. The amount of this will not exceed the actual cost of the board and lodgings.

- 3.2 Where a pupil chooses to attend additional activities wholly or mainly outside Academy hours a charge for the following activities may be made, however, the Academy will aim to seek additional funding to support additional activities and to keep the cost charged to parents to a minimum, and in most cases there will be no charge levied. In all cases the amount will not exceed the actual cost.
- Travel.
  - Materials and equipment.
  - Entrance fees.

Charges will not be made in relation to the following costs related to additional activities:

- Non-teaching staff costs.
- Insurance costs.

- 3.3 Where a pupil chooses to access individual tuition in the playing of a musical instrument a charge may be made. However, the Academy will aim to seek additional funding to support the pupils in accessing individual tuition and to keep the cost charged to parents to a minimum. In all cases the amount will not exceed the actual cost.
- 3.4 Where a pupil re-sits a public examination and this re-sit was at the recommendation of the Academy or there has been further preparation provided by the Academy no charge will be made for the re-sit.

Where a pupil re-sits a public examination, as a result of the choice of the pupil, and no further preparation for the examination has been provided by the Academy, a charge will be made for the re-sit. This charge will not exceed the actual cost of the examination.

- 3.5 Where a pupil takes a non-prescribed examination where no further preparation has been provided by the Academy, a charge may be made in line with the cost of the non-prescribed examination.
- 3.6 The Academy will charge for all breakages and replacements as a result of damages caused wilfully or negligently by pupils. In such cases arrangements may be made for the cost to be paid over a number of weeks or for some part of the cost to be recovered through community service or other appropriate service. The overall charge will not exceed the overall cost of the breakage or damage.
- 3.7 As part of the Extended School brief, additional activities will be provided and it may be necessary for some of these activities to be charged for. In all such cases, parents will be made aware of this prior to their child attending the activity. The Academy will aim to seek additional funding to support additional activities either to prevent charging for the activity or in order to keep the cost as low as possible.

#### **4. Remissions**

- 4.1 Children whose parents are in receipt of the following support payments will, in addition to having a free Academy lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential Academy trips. The relevant

support payments are:

- Income Support.
- Income Based Jobseeker's Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the minimum level.

## **5. Voluntary Contributions**

5.1 Parents will be invited to make a voluntary contribution for the following:

- Curriculum enrichment trips/visits including transport and cost of the activity.
- Group social activities eg pantomime.

5.2 The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- That registered pupils at the Academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

5.3 Voluntary contributions will be used for:

- Paying for or towards the provision of additional enrichment activities/visits.
- Paying for group social activities/ events.
- Paying for transport in respect of all of the above.

Reviewed May 2009

Reviewed July 2010 (no changes made)

Reviewed August 2012 (no changes made)