

CHARGING AND REMISSIONS POLICY

Policy type	Academy Model Policy
Policy Prepared by (name and department)	Brett Young – Compliance Manager
Review Date	Dec 2023
Adopted Date	Dec 2023
Date of Executive Approval	Dec 2023
Next Review Date	Dec 2025

Introduction

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

Aim of Policy

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.

Responsibilities

The Governing Body of the Academy are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Governing Body.

Prohibition of Charges

The Governing Body of the Academy recognise that the 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 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 provided 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 Academy, or part of religious education
- Entry for a prescribed public examination, if the student has been prepared for it at the Academy
- Examination resit(s) if the student is being prepared for the re-sit(s) at the Academy
- Education provided on any trip that takes place during 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
- Transporting registered students to or from the Academy premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated
- Transport provided in connection with an educational trip
- Transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the academy
- Supply teachers to cover for those teachers who are absent from academy accompanying students on a residential trip.

Charging

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

1. **School trips and residentials in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
2. **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;

(**Insurance:** Any insurance costs will be included in charges made for trips or activities).

3. **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;
4. **Acts of vandalism and negligence:** The Governing Body reserves the right to recover part, or the whole replacement/repair costs, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
5. **Transport:** 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 academy, the academy will be expected to meet the travelling costs of these students.
6. **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.

7. **Tuition in the Playing of a Musical Instrument** except where the Criteria (i), (ii) and (iii) shown in Section 6 of this Policy Statement Apply

Whilst whole class tuition remains free, the academy will make a charge for group and individual musical instrumental tuition, whether inside or outside academy hours. Prior

written confirmation must be obtained by the academy from the parents that they are willing to pay the charge. The charge will include a contribution towards the cost of the teacher (based on a pro-rata calculation of his salary) and, where appropriate, the cost of sheet music and hire and insurance of the instrument.

8. **Public Examinations:** The Academy will pay the entry fee for all prescribed examinations except:
- (i) Where the Governors consider that there are educational reasons why the students should not be entered, for example long term ill health, or where the parents/carers have so requested in writing.
 - (ii) Where the Academy has not prepared the student for the particular examination, for example external candidates that have been privately tutored. Prior written confirmation from the parent is required that he/she is willing to pay the charge.
 - If a student (with parental agreement) is entered for a non-prescribed examination, then parents/carers may be charged for the entry fee together with any associated charges.
 - The Academy reserves the right to recover from parents/carers the costs of examination entry fee(s), should the student fail to complete the required course work or sit the final examination(s).
9. **Private Use of Academy Facilities:** Governors delegate the responsibility for determining charges for the private use of Academy services and facilities by members of staff, for example telephone calls, reprographics printing etc.

Remissions

1. 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 school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
2. 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.

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 those children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

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.