



## **Charging & Remissions Policy**

Policy Source/Written By	CPOP
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Ratified by Governors	Ratified
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Person responsible	Headteacher
Group responsible	Governing Body

The Governors are committed to the general principle of free education. The Governors recognise the valuable contribution that a wide range of activities, including: academy visits and residential experiences can make towards all aspects of students' education. The Governors would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of students of the Academy. The Governors wish to emphasise that they accept the principle that all students should have access to all activities and visits regardless of parental income or willingness to pay. They accept, however, that participation in some "optional extras" wholly or mainly outside academy time may be on the basis of parental choice and willingness to pay.

### **Aims of Policy:**

- To support and extend the curricular input of specific subjects
- To give students access to experiences and education not easily available within the boundaries of the Academy premises
- To introduce aspects of education not included in the normal curriculum.
- To give guidance on what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The Governors will endeavour to maintain a fund to enable deserving students to be wholly or partly funded for "optional extras" activities.

At present the Governors do not commit themselves to remit beyond the statutory minimum. Nevertheless they delegate to the Headteacher the discretion to use the funds available to him within their agreed general delegation of financial control or to subsidise activities which are an integral part of the curriculum. They will note such subsidies when the accounts are monitored routinely.

### **Rules and Guidelines**

The Governors take into account DES Circular 2/89 referring to the Education Reform Act 1988 and later amendments.

The Governing Body recognises 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 Academy Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
- Tuition for students learning to play musical instruments if the tuition is required as part of the Academy Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
- Entry for a prescribed public examination, if the student has been prepared for it at the Academy except where the student fails without good reason to meet any examination requirement for that syllabus;
- Examination re-sit(s) if the student is being prepared for the re-sit at the Academy except where the student fails without good reason to meet any examination requirement for that syllabus;
- Education provided on any trip that takes place during Academy hours;

- Education provided on any trip that takes place out of Academy hours if it is part of the Academy Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
- Supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential trip;
- Transporting registered students to and from Academy premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the Governing Body or local authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when he has been prepared for that examination at the Academy;
- Transport provided in connection with an educational trip

On residential visits, parents will be expected to pay most if not all of the basic costs of board and lodging. In cases of extreme hardship the full cost of a visit may be paid out of Academy monies but no student will be subsidised twice for the same or a similar visit. In particular, charges for board and lodging provided for a student on a residential visit will be remitted in full if his/her parents are in receipt of any of the following (note these are the same requirements as for Free School Meal provision):

- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual household income (as assessed by HMRC) that does not exceed £16,190)
- Universal Credit.

Charges applicable to the Academic Year will be made as follows:

- Individual instrumental or vocal tuition, where this is over and above the requirements of the Academy curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. Charges will be invoiced termly in advance.  
Hourly charge for music lessons provided by LCC Music Support Service available on request.  
Weekly charge to students (assuming 20 minute tuition). Note that where an individual Music Teacher charges less than the LCC Music Support Service charge, the charge passed on to the student will not exceed this lower rate.
- Re-scrutiny of exam result:
  - Parents to pay all charges unless in special circumstances Governors wish to have the papers of a number of students re-scrutinised.
- Exam entry for:
  - a) prescribed exam for which students have not been prepared by school,
  - b) entry for an exam which is not on prescribed list or
  - c) where preparation takes place outside school hours:
    - A charge will be made and Governors will determine and finance any school policy on remissions

- Recovery of wasted exam fees:
  - Parents to be charged but Governors may decide whether to adopt a more generous policy.
  
- Trips and visits:  
The following charges will be made:
  - Board and lodging on residential visits
  - The proportionate costs for an individual student of activities wholly or mainly outside school hours to meet the costs for:
    - Travel
    - Materials, books, instruments and equipment
    - Non-teaching staff costs
    - Entrance fees
    - Insurance costs
    - Administration
  
- Damage to property and breakages
  - The governors reserve the right to ask parents to contribute to the cost of replacement of lost, broken or damaged books, equipment or other items, except where caused by normal fair wear and tear;
  - Where school property has been wilfully damaged by a student or parent the Academy may charge those responsible for some or all of the cost of repair or replacement;
  - Where a pupil has damaged property belonging to a third party, and the Academy has been charged, the Academy may charge some or all of the cost to those responsible;
  - Whether or not these charges will be made will be decided by the Headteacher and be dependent on the situation.
  
- Extra-curricular activities and clubs
  
- Meals provided at the Academy with the exception of students eligible for Free School Meals (currently remitted as £2.50 per day)
  
- Hire of Academy premises:
  - A standard charge of £35 (+ VAT if applicable) per hour will be made for the hire of each room or area. Potential hirers will be required to complete an Application for Lettings, which will be vetted, by the Headteacher, Operations Manager and Premises Manager.

### **Roles & Responsibilities**

Parents will (in all cases) be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, **but such requests must make it clear that there is not an obligation to contribute. Students must not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.**

### **DEFINITIONS**

***“During School Hours”, “Wholly” or “Mainly” in school hours.***

- 1 Non-residential: If 50% or more of the period spent on an activity occurs during school hours. Include travel if this is in school hours. School hours do not include lunch time.
- 2 Residential Visits (any visit requiring one or more nights away): Count numbers of half days taken up by the activity, including travel, relative to the number of school sessions (am or pm) which the participant would have attended. Half day - any period of 12 hours ending with noon or midnight on any day. If number of school sessions missed is less than 50% of the number of half days, activity is OUTSIDE school hours.

### ***“Open to All”***

Any student of the relevant group may take part, regardless of parents’ ability/willingness to contribute voluntarily. If places are limited the Academy must decide which students go by other criteria.

### ***“Third Party”***

This means e.g. a tour company offering a package deal; a centre offering a complete service (travel, tuition, accommodation etc.)

### ***“Separate Contract for Staff”***

A contract for services can be a simple document or letter, written on behalf of the Governors, inviting a teacher to provide certain services for a specific activity at a specified time, in return for payment of expenses and, where appropriate, a fee.

### ***“Optional Extras”***

Participation based on parental choice and willingness to pay. Cost can include: travel; board and lodgings; materials and equipment; non-teaching staff costs; entrance fees; insurance; cost of staff accompanying if latter “on contract”. See above.