

# **Charging and Remissions Policy**

## **Roles and Responsibilities**

1. **The Head Teacher** will take responsibility for the implementation of this policy and provision and on an operational basis, also for management, responsibility and evaluation of this policy.
2. All administration, teaching and support staff and parents/carers. As part of their Academy induction and professional development, these members of staff will participate in training which will enable them to competently use the procedures and principles defined in this policy.

## **Purpose**

3. 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/carers.

## **Activities for which charges cannot be made**

4. The Governing Body recognises that legislation prohibits charges for the following:
  - a. Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).
  - b. 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.
  - c. 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 Academy.
  - d. Entry for a prescribed public examination, if the student has been prepared for it at the Academy.
  - e. In exceptional circumstances, examination re-sits and at the discretion of the Head Teacher.
  - f. Education provided on any trip that takes place during Academy hours that is part of the National Curriculum or an examination course
  - g. 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 student is being prepared for at the Academy, or part of religious education.

- h. Supply teachers to cover those teachers who are absent from the Academy accompanying students on National Curriculum or examination courses.
- i. Transporting registered students to or from the Academy premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- j. Transporting registered students to other premises where the Governing Body or in the past, the local education authority has arranged for students to be educated.
- k. Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the Academy.

#### **Activities for which charges can be made**

- 5. The Governing Body will consider asking parents/carers to meet the costs of the activities detailed below. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each student. Lessons / activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.
  - a. Boarding and lodging on residential trips (Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place)
  - b. The proportionate costs for any student on activities wholly or mainly outside Academy hours ('optional extras') to meet the costs of:
    - i. Travel
    - ii. Materials and Equipment
    - iii. Non-teaching staff costs
    - iv. Entrance Fees
    - v. Insurance Costs
  - c. Vocal and Musical Instrumental Tuition (charges to cover additional costs incurred by the Academy, beyond any element covered by public funding)
  - d. Resits for public examinations
  - e. Examination fees where a student fails (without good reason) to sit an exam (after consultation with parents/carers)
  - f. Any other education, transport or examinations where no further preparation has been provided by the Academy
  - g. Any other education, transport or examinations fee unless charges are specifically prohibited
  - h. Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student (charges will be made after consultation with parents/carers and will not exceed total replacement/repair costs)

- i. Extra-curricular activities and clubs and any extend Academy activities (charges to cover additional costs incurred by the Academy, beyond any element covered by public funding)
  - j. Damage/Vandalism/Loss to and of Academy property or services by students (charges will be made after consultation with parents and carers and will not exceed total replacement/repair costs)
  - k. Replacement of any damaged parts caused by students setting off fire alarms irresponsibly (charges of £50 will be made to a student who deliberately triggers the fire alarm knowing there to be no fire).
6. The Academy will make every effort to ensure that all information clearly defines costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

### **Remissions**

7. As far as its resources allow, the Academy will support students and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision, where a voluntary parental contribution may be necessary, for any activity to be financially viable. This applies particularly to those students whose families receive support payments, such as those detailed below. While each case for support will be reviewed sympathetically, and in full confidence, the Academy itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its students.
8. Students whose parents/carers are in receipt of the following support payments will, on addition to having a free Academy lunch entitlement, also be entitled to apply to the Academy for some remission of charges for board and lodging costs during residential and other Academy trips.
- a. Income Support
  - b. Income Based Jobseeker's Allowance
  - c. Support under Part VI of the Immigration and Asylum Act 1998
  - d. Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £17,500 for 2014-2015 (in respect of this item, account will need to be taken of any revision to the amount)
  - e. Guarantee element of State Pension Credit

9. All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the Academy in confidence if they would like their child / children to participate, giving details of the relevant benefit, so if necessary the Academy can confirm this.

### **Voluntary Contributions**

10. The Head Teacher may ask parents/carers for a voluntary contribution to support Academy activities.
11. The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers
  - a. That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay.
  - b. That students at the Academy will not be treated differently whether or not their parents/carers have made any contribution in response to the request.
  - c. The activity may not take place if insufficient contributions are made.
12. The responsibility for determining the level of voluntary contribution will be delegated to either the Academy's business manager under the direction of the Head Teacher.

### **Lettings**

13. The Academy will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the Academy, the charge will be based on the site staff overtime costs.
14. All potential Academy users will be made aware on application that they will be expected to use the Academy in accordance with the ethos of the sponsor, partners and the Academy.

### **Other Charges**

15. The Chair of Academy's Finance and Executive Committee or the Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

### **Academy Meals**

16. The Governing Body will determine and publish annually the price to be charged for Academy meals.

**Monitoring and Review**

17. **The Head Teacher** is responsible for monitoring all aspects of this policy. An annual written report will be made to the Governing Body, giving precise figures around charges and parental/carers contributions.

Signed by *SRuston & DNicholson*

Agreed by TGB – February 2014

Reviewed by	Governing Body
Last Reviewed	February 2016 – Chair of Governing Body
Adopted by GB	May 2016
Next Review	Academic Year 2018/2019