



Charging and Remissions Policy

Policy No:	6	Review period:	Bi-Annual	Last reviewed:	November 2019
Person responsible:	Business Director			Reviewer:	Designated Governor / Principal

Introduction

The purpose of this policy is to ensure there is clarity over items which the Academy will provide free of charge and those items where there may be a charge.

The Policy has been informed by DfE guidance and compliments the Academy's Finance, Lettings and associated policies.

2. Definition

The Academy day is defined as:

Morning session: 8.40am until 1.00pm

Afternoon session: 1.40pm until 3.00pm

3. Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the policy
Academy governors will review the policy annually.

4. Policy statement

All students should have an equal opportunity to benefit from Academy activities and visits (curricular and extracurricular) independent of their parent's financial means.

During the Academy day all activities that are a necessary part of the national Curriculum plus religious education will be provided free of charge.

This includes any materials, equipment and transport to take pupils between the Academy and the activity. It excludes charges made for teaching an individual student or group of students to play a musical instrument.

Unless the teaching is an essential part of either the national Curriculum or a public examination syllabus being followed by the student(s) we will make a charge.

We will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list but the student was not prepared for it at the Academy
- the examination is not on the set list but we arrange for the student to take it

the student fails, without good reason, to complete the requirements of any public examination where the Academy originally paid or agree to pay the entry fee

5. Voluntary contributions

Principals and Governing Bodies may by law ask parents/carers for voluntary contributions towards the cost of:

any activity which takes place during school hours
school equipment
school funds generally

However the Academy must make it clear to parents/carers that there is no obligation to make a contribution.

Voluntary contributions may be sought for activities during the Academy day which entail additional cost (eg a field trip including transport). Where this is the case no student will be prevented from participating because his/her parents or carers cannot or will not make a contribution. However if insufficient funds are available from parental contributions it may be necessary to curtail or completely cancel activities. Such activities will not automatically be subsidised by the Academy core budget. parents/ carers will; be advised at the time of seeking contributions that insufficient contributions could result in cancellation and a refund.

6. Optional activities outside of the Academy day

We will charge for optional, extra curricular activities provided outside of the Academy day, for example a football club or theatre visit. Such activities are not part of the national Curriculum or religious education nor are they an essential part of an examination syllabus. For these reasons the cost will not generally be met by the core Academy education budget.

7. Education partly during the school day

If a non residential activity happens partly during the Academy day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the Academy day. Conversely, if the greater proportion of the time spent falls outside of the normal Academy day, charges will be made.

When such activities are arranged parents and carers will be advised of how the charges have been calculated,

8. Residential activities

Charges will be made for board and lodging costs, except, in the case of residentials essential to supporting curriculum coverage, for students whose parents provide

suitable, current, documentary evidence of being in receipt of eligible benefits, which are as follows:

- Universal credit
- Income Support
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190)
- the guarantee element of State Pension credit
- an income related employment and support allowance, introduced on October 27th 2008

Other charges will be made to cover costs where the number of Academy sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents and carers will be advised of how the charges have been calculated, by the member of staff organising the activity.

9. Minibus Travel

Travel in the Academy minibus for wholly curriculum- based activities only is free. Contributions towards travel costs will, however, be requested for non- curriculum based activities.

10. Calculating charges

When charges are made for any activity, whether during or outside of the Academy day, they will be based on the actual costs incurred, divided by the total number of students participating. Clearly at the point of planning an activity the number of students participating is a projected figure. There will be no levy for those who can pay to support those who can't or won't contribute. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who qualify for support are those in receipt of eligible, means tested benefits.

The principles of best value will be applied when planning any activities that incur costs to the Academy and/or charges to parents and planning should be based on realistic student numbers.

11. Pupil Premium grant funding

For those students for whom Pupil Premium Grant (PPG) is received the Principal may, at her absolute discretion, consider supporting some or all of the cost of the additional provision through the use of Pupil Premium Grant. This discretion may be delegated to a named member of the Academy Leadership team.

Families qualifying for remission or help with charges

Criteria for qualification for remission are linked to qualification for certain means tested benefits which currently are:

Category A

Parents in receipt of:

- Income Support
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190
- Guaranteed State Pension
- An income related employment and support allowance

Receipt of the above benefits will be checked through obtaining a copy of current entitlement documentation from the parent.

This category will change as Universal Credit entitlement is rolled out.

Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have an established system for parents to pay in instalments for some items
- When an opportunity for a trip arises at short notice it will generally be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will, wherever possible avoid that method of selection.