



Policy Document

Charging and Remissions

2016-19



Document title				
Draft Charging & Remissions Policy				
Status			Committee/Board	
Statutory Policy			Finance, Audit & Premises	
Date adopted			Review date	
25 April 2016			3 years – April 2019	
For public access on request <i>Tick as appropriate</i>			Lead Academy Staff/Director	
Post		Online		Business Manager
Notes				

Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for Academy activities in Academies maintained by local authorities in England. The Academy's Funding Agreement (clause 33) states that this also applies to Academies.

The Academy must ensure that they inform parents on low incomes and in receipt of the benefits listed in the Remissions List of this guide of the support available to them when being asked for contributions towards the cost of Academy visits.

Aims/Purpose

- a) to continue the right of free Academy education
- b) to establish that activities taking place wholly or mainly during normal teaching time to be available to all pupils regardless of their parents ability to pay (excluding optional activities such as music tuition or after school clubs and activities).

Background/Rationale

- a) The Academy wishes to encourage the widest possible educational experience for all of our students. To achieve this we wish staff to continue to organise visits, exchanges and enrichment activities. It is therefore important that we are clear about any charges that can be made and where remissions are permissible and that we communicate the situation to parents.
- b) In certain circumstances a full or partial remission of fees may be available on application where families are in receipt appropriate benefits.

RESPONSIBILITIES

Academy Board

- a) to review the operation of this policy annually
- b) to delegate to the Principal the determination of any individual case arising from the implementation of this policy.

Principal

- a) to appoint a member of the Leadership Team who will take responsibility for this policy area. This is currently the Business Manager.
- b) to determine any individual case arising from the implementation of this policy.
- c) to review the operation of this policy annually to ensure that all staff have a copy of the policy.

Monitoring and Review

- a) This policy will be monitored and reviewed by the Principal and reported to the Finance, Audit and Premises Committee on a regular basis.

CHARGING

1 Activities for which no charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Directors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Directors have agreed that Voluntary Contributions may be requested.
- Entry for a prescribed public examination, if the pupil has been prepared at the Academy.

2 Activities for which charges may be made

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places. Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them
- Music tuition – for individuals or groups of any appropriate size, provided that the tuition is provided at the request for the student's parent.
- Extended day services - (for example breakfast club, after-school clubs, supervised homework sessions), or materials provided in connection with these services
- An examination entry fee may be charged to parents if:
 - the examination is on the set list, but the pupil was not prepared for it at the Academy
 - the examination is not on the set list but the Academy arranges for the pupil to take it
 - a pupil fails without good reason to complete the requirements of any public examination where the Academy Board originally paid or agreed to pay the entry fee

- Academy Minibus – transportation provided on routes outside of those provide by the Local Authority.

3 Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Academy Board has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission can be found in Appendix B.

4 Additional considerations

The Academy Board 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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- An administration charge will be included in the cost of all educational visits.
- The cost of supply cover for teaching/non-teaching staff will be included in all educational visits that are provided out of curriculum time.
- A transaction charge will be applied for the use of the Wisepay online payment system.

5 Voluntary Contributions

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

Approved by Finance, Audit and Premises committee:
Date for review (3 years):

25 April 2016
April 2019

APPENDIX A: CHARGING POLICY SCHEDULE

	ACTIVITY	CHARGE TO BE MADE		FORM OF CHARGE	FULL/PARTIAL REMISSION OF CHARGE
		YES	NO		
1	MUSIC 1 Individual instrumental tuition 2 Music workshop 3 Tuition as part of external examination or national curriculum 4 Concert visits	✓ ✓ ✓	✓ ✓	1 Direct payment by parent to tutor/music service 2 Voluntary contributions 3 N/A 4 Voluntary contributions. Levy as an optional extra if out of Academy time.	1 See attached Remission List 2 See attached Remission List 3 N/A 4 See attached Remission List
2	PHYSICAL EDUCATION 1 Swimming 2 Outdoor Education (residential) 3 Outdoor Education (non-residential): a) in Academy time b) out of Academy time 4 Ski Trips etc	✓ ✓ ✓ ✓	✓ ✓ ✓	1 No charge during curriculum time 2 Levy on parents for Board and lodging 3 a) Voluntary contributions b) Levy on parents as optional extra 4 N/A	1 See attached Remission List 2 See attached Remission List a) See attached Remission List b) See attached Remission List 4 N/A
3	DRAMA 1 Theatre Visits a) in Academy time b) out of Academy time 2 Theatre Companies visiting Academies 3 Drama Workshops a) in Academy time b) out of Academy time	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	1 a) Voluntary contributions b) Levy as optional extra or direct payment to a third party 2 Voluntary contributions or direct payment to third party 3 a) Voluntary contributions b) Levy on parents as optional extra	1 a) See attached Remission List b) N/A 2 See attached Remission List 3 See attached Remission List

	ACTIVITY	CHARGE TO BE MADE		FORM OF CHARGE	FULL/PARTIAL REMISSION OF CHARGE
		YES	NO		
4	MISCELLANEOUS Museums, Art Galleries, Historic Houses and places of interest, etc Clubs and activities outside of Academy hours.	✓ ✓		a) Voluntary contributions if in Academy time b) Levy on parents as optional extra if out of Academy time a) Levy on parents as optional extra if out of Academy time	a) See attached Remission List b) N/A a) See attached Remission List
5	OVERSEAS EXCURSIONS	✓		Levy on parents as optional extra	N/A
6	MODERN LANGUAGES EXCHANGES	✓		a) Optional extra charge when out of Academy time	a) N/A
7	MATERIALS, BOOKS, INSTRUMENTS, OR EQUIPMENT WHERE THE CHILD'S PARENT WISHES HIM/OR TO OWN THEM	✓		a) A charge can be made when parents keep finished project or sketchbook b) A charge cannot be made in all other circumstances c) A charge will be made for additional printing resources for post 16 students above and beyond an annual Academy allocation, where the student wishes to own the materials printed	a) N/A b) See attached Remission List c) students eligible for the Learner Support Fund
8	REVISION GUIDES	✓	✓	a) A charge can be made when parents keep finished project or sketchbook b) A charge cannot be made in all other circumstances	a) N/A b) See attached Remission List
9	EXTERNAL COURSES	✓		a) A voluntary contribution can be requested to cover the costs of transport b) A charge can be made for any materials, books, instrument or equipment where the child's parent wishes him/her to own them c) A charge cannot be made in all other circumstances	a) See attached Remission List b) See attached Remission List

10	MINIBUS (SIXTH FORM)	✓		a) The Academy operates subsidised minibus transport on a limited route for post 16 students	a) additional financial assistance can be accessed through the Learner Support Fund where appropriate criteria are met
11	EXAMINATIONS	✓ ✓ ✓ ✓		<p>a) A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.</p> <p>b) A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.</p> <p>c) A charge may be levied for pupils re-sitting an examination at the parent's request</p> <p>d) A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.</p> <p>e) The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.</p>	
12	DAMAGE TO ACADEMY PROPERTY	✓		a) A charge will be levied for any damage that a student causes at the Academy	
13	OTHER COSTS			The Principal, Finance Committee or Academy Board may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report.	

APPENDIX B: REMISSIONS

Remissions will apply to those parents in receipt of the following benefits.

- Universal Credit in prescribed circumstances:
- Income Support
- Income Based Jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

Evidence will be required.

Parents who are not in receipt of any of the above benefits may claim help with some costs in some circumstances. This will be determined on a case by case basis upon written application to the Principal.