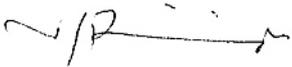




# Charging and Remissions Policy

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## **1. Introduction**

### **1.1. Purpose of Policy**

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

### **1.2. Definitions**

The Academy day is defined by the academic timetable that is in effect at the time. The lunch break does not form part of the Academy day.

### **1.3. Responsibilities**

The Principal will ensure that staff are familiar with and correctly apply the policy.

### **1.4. References**

Sections **449-462 of the Education Act 1996** set out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

The **DfE's Governance Handbook and Competency Framework** contain guidance on the roles and duties of governing boards and advice on the skills, knowledge and behaviours they need to be effective. *Last updated 21 April 2017 DfE.*

**Charging for School Activities**; departmental advice for governing bodies, school leaders, school staff and local authorities. *May 2018 DfE.*

## **2. Admissions**

There is no charge for admissions.

## **3. Educational Activities for students**

### **3.1. Guiding Principle**

During the Academy day, all activities that are a necessary part of the National Curriculum (including musical instrument tuition), plus Religious Studies, will be provided free of charge. This includes any materials, equipment and transport where applicable.

### **3.2. Voluntary Contributions**

Voluntary contributions may be sought for activities during the Academy day which entail additional costs – e.g. field trips. If these are a necessary part of National Curriculum studies, no student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available overall, then it may be necessary to review the activities offered.

### **3.3. Calculating Voluntary Contributions**

The rate of voluntary contributions requested for necessary educational activities will be no more than the total costs of the activity divided by the number of participating students.

## **4. Optional Activities for Students**

### **4.1. Charging for optional activities during Academy hours**

On occasion, students may be offered the opportunity to participate in optional activities which do not form a part of the National Curriculum or an examination course, but which may either enrich their learning or have a pastoral purpose. If there are expenses associated with these activities, then the Academy will ask for contribution for participation.

#### **4.1.2 Charging for optional activities outside Academy hours**

On occasion students may be offered the opportunity to participate in optional activities which do not form a part of the National Curriculum or an examination course, but which may either enrich their learning or have a pastoral purpose. If there are expenses associated with these activities, then the Academy will charge for participation.

### **4.2. Hardship**

In cases of hardship, financial support for participation in optional activities will be at the discretion of the Local Accountability Board Governors and/or Principal. Any applications for support must be made to the Principal in writing.

### **4.3. Calculating Charges**

When charges are made for any optional activity as defined above, they will be based on the actual costs incurred divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. Where applicable, costs incurred will include:

- The Academy will not charge for the cost of supply teachers who are booked to cover the lessons of teachers participating in trips or visits.
- Transport costs
- Admissions charges
- Fees for external facilitators / speakers.

Costs may also include:

- Refreshments
- Equipment hire
- Any other relevant costs associated with the activity.

## **5. Out-of-hours Activities**

### **5.1. Definition of Out-of-hours Activities**

As part of its commitment to the Extended Schools agenda the Academy may provide opportunities for students, parents and members of the wider community to participate in a range of activities.

### **5.2. Charging for Out-of-hours Activities**

Where activities are not fully funded by external sources, the Academy reserves the right to charge an appropriate fee for optional participation.

## **6. Examination Fees**

### **6.1. Charges for Examination Fees**

The Academy will not charge for public examinations offered to students as a part of the National Curriculum unless:

The examination is not one normally offered by the Academy.

The student fails without good reason to complete the requirements of the examination (e.g. coursework).

The student fails without good reason to attend the examination.

The student has previously sat the examination but wishes to retake to improve their grade. NB. This will not apply if re-takes are at the recommendation of the Academy.

## **7. Retrospective Free School Meal Entitlement**

### **7.1. Refund of School Meal Payments**

Where a parent or carer is advised that their child qualifies for free school meals in retrospect the Academy will consider a refund to the value of school meals purchased by the child, up to the value of a free school meal, back to the date that the free school meal entitlement was awarded.

## **8. Loss of / Damage to Academy Property**

### **8.1. Charges**

If Academy property is lost or damaged because of a student's misbehaviour and/or negligence, parents may be asked to meet all or part of the cost of replacement. In such cases, the charge made will be calculated in consultation with the student's Pastoral Leader or other appropriate senior staff who have knowledge of the child and of the incident concerned.

## **9. Link to Mission, Values, Strategic Aims**

This policy links specifically to our aim of providing open and clear governance for our Academies.

## **10. Financial/Resource Implications**

There are no additional financial/resource implications associated with the implementation of this policy.

## **11. Equality and Policy Implications**

This policy relates to a statutory obligation placed on the Trust by the legislation. We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

## **12. Impact on Students and Student Voice**

This policy will directly relate to the student experience and be reflected through student voice.

## **13. Key Risks**

This is a requirement placed on us by legislation and failure to observe these requirements will be reported to the Equality and Human Rights Commission as the Regulator with responsibility for the equality duty. The Regulator has certain powers of enforcement, including binding statutory agreements and legal notices. OFSTED will also consider the implementation of Equality Duty during routine inspections.

## **14. Communications**

This policy will be placed on the Trust and individual Academy web pages. We will take active steps to communicate this all students, parents/carers/associated persons, staff, governors, partners, stakeholders, contractors and visitors to the Academies.

## **15. Lettings**

The Academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined by the Academy Business Manager and the Chief Financial Officer. The Academy reserves the right to vary charges at its absolute discretion.

## **16. Materials and Textbooks**

Charges may relate to where a student or parent/guardian wishes to retain items produced as a result of Art, Craft and Design, Design Technology,

Textiles, Photography and Engineering. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the Academy provides the ingredients and levies a charge.

A flat charge based on current replacement cost will be made for any unreturned textbook once the student leaves the Academy.

## **17. Optional Extras**

The Principal will decide when it is necessary to charge for optional extras and the levels of charge will be set by the Principal on the recommendation of the Audit & Finance Committee. The charges, when determined, will be published on the Academy's website.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra e cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- The cost of buildings and accommodation.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The Academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **18. Remissions and concessions**

The Principal and Audit & Finance Committee or Local Accountability Board will give consideration to the remission of charges to parents or carers who receive support payments such as:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).

Children of families who receive these payments are also likely to be entitled to free school meals via application to the Local Council. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils and this will be determined by the Governing Body and Principal.