

# Charging and Remissions Policy

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<b>Statutory Policies – these have to be referred to legal</b>	
<b>Trade Union Consultation</b>	
<b>Complies with DfE Guidance</b>	Academies Financial Handbook 2016
<b>Complies with Legislation</b>	
<b>Approved by Finance &amp; Resources Committee</b>	
<b>Date of next review</b>	<b>September 2017</b>

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## 1.0 Introduction

In accordance with Section 33 of the Academy's Funding Agreement, the academy Trust is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, after school clubs and residential experiences can make towards a students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

This policy should be read in conjunction with:

- Pupil Premium Policy
- Equality Policy
- Examinations Policy

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However there are exceptions where the school can make charges

## 2.0 Exceptions

Charges **are** permitted under the Act to meet the costs of the following

- Board and lodging on residential educational trips
- Non educational trips
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil
- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- Entering a student for a public examination against the wishes of the school
- A student fails without good reason to complete the requirements of any public examination e.g. not completing the requirements of the syllabus
- A student fails to attend all or part of an exam without good reason and the exam board does not allow for any special dispensation
- A student is disqualified from a component or an exam through malpractice
- Re-marking an examination paper where the re-mark is requested by the parent or student

- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

*See appendix 1*

### **3.0 Voluntary Contributions**

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However the visit or activity may have to be cancelled if insufficient contributions are received.

### **4.0 Other Charges**

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides etc.

Photocopying which is not required by a member of staff may be charged for.

The academy will seek payment from parents for damage to or loss of school property caused wilfully or negligently by their child

### **5.0 Refunds**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Principal.

### **6.0 Support Fund**

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits include:

- Income Support.
- Job Seekers Allowance (Income Based).
- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190.
- Support under part VI of the Immigration & Asylum Act 1999.
- The 'Guaranteed Element' of Pension Credit.

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

## **Appendix 1**

Specific charges for academic year 2016-2017

### Photocopying charges

A4 Black & White	Single or double sided	4p
A3 Black & White	Single or double sided	6p
A4 Colour	Single sided	10p
A4 Colour	Double sided	20p
A3 Colour	Single sided	20p
A3 Colour	Double sided	40p

### Music Tuition

Instrument Hire	£14	Per term
Shared group lesson	£6.10	per lesson; 20 minute session
Individual lesson	£12.20	per lesson; 20 minute session