



Charging and Remissions Policy

Office Use

| Legislation/Guidance | | External Checking | | | |
|---|-----------------------------|-------------------------------|----------------------|---------------------|------------------|
| Charging for academy activities The Education Act 1996 | | No | | | |
| | | | | | |
| Teaching Unions | Public Sector Unions | Consultation Completed | | | |
| NASUWT | UNISON | | | | |
| NEU (Formerly NUT) | | | | | |
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1. Aims

Our academy aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for academy activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for academy activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and Responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Principal.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our academy, responsibility for approving the charging and remissions policy has been delegated to the Finance & Resources Committee

In our academy, monitoring the implementation of this policy has been delegated to the Principal.

4.2 The Principal

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the academy cannot charge for**:

5.1 Education

- Admission applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the academy
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

5.2 Transport

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
 - Religious education
- Supply teachers to cover for those teachers who are absent from academy accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the academy can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- Transport (other than transport that is required to take the pupil to academy or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-academy clubs, tea and supervised homework sessions)

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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The academy can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority
-

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parents to fund activities during academy hours which would not otherwise be possible.

Some activities for which the academy may ask parents for voluntary contributions include:

- Academy trips
- Sports activities

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

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the academy is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this academy charges for

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 academy actively encourages parents and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the academy e.g. calculators, revision guides etc. (*Appendix 1*)

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 academy property caused wilfully or negligently by their child

9. Remissions

In some circumstances the academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

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:

- 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, 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 £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

The Chief Finance & Operations Officer monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Chief Finance & Operations Officer every year. At every review, the policy will be approved by the Finance & Resources Committee.

Appendix 1

Specific charges for academic year 2017-2018

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 |

Stationery/equipment

| | |
|----------------------------|-------|
| Black & Red Ballpoint Pens | 20p |
| Handwriting Pens | 35p |
| Pencils | 15p |
| Rubbers | 10p |
| Sharpeners | 10p |
| Clear Pencil Cases | £1 |
| Rulers 15cm | 20p |
| Rulers 30cm | 60p |
| Highlighters | 50p |
| Compasses | 50p |
| Protractors | 50p |
| Scientific Calculator | £8 |
| Colour SEN Overlay | £2 |
| Exam Set | £3.50 |

Ties £7.00

Lockers £5.00

| | |
|--|--|
| DATE OF REVIEW: | |
| SIGNED ON BEHALF OF SENIOR LEADERSHIP TEAM: | |
| DATE: | |
| GOVERNING COMMITTEE: | |
| SIGNED ON BEHALF OF GOVERNING BODY: | |
| DATE: | |
| DATE OF NEXT REVIEW: | |