



Charging and Remissions Policy

Autumn 2019

Rationale

To set out what charges will be levied for Academy activities and extended Academy provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. (Guidance is based on the Education Act 1996: Sections 449-462).

Roles and Responsibilities

The Governing Body is responsible for determining and reviewing the content of this policy and the Headteacher for its implementation.

Definitions

- **Extended Academy Provision** - provision of childcare outside the standard school day where it is optional as to whether the child attends.
- **Remission** – where a charge is payable, either in full or in part.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- 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
- tuition for students learning to play musical instruments if the tuition is required as an essential part of the National Curriculum
- 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
- supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit
- transporting registered students to or from the Academy premises, where the local education authority has a statutory obligation to provide transport
- transporting registered students to other premises where the governing body or local authority has arranged for students to be educated
- transport provided in connection with an educational visit.

The following charges will apply but should be read in conjunction with the Remissions section below:

1. Board and lodgings on residential visits (not to exceed the costs). *
2. Activities wholly or mainly outside Academy hours which are not a requirement of the National Curriculum.
3. Either a proportion or the total cost of breakages and replacements as a result of damages or losses caused wilfully or negligently by students.
4. Extra-curricular activities and Academy clubs if external providers, tutors or resources are required.
5. Breakfast club/before and after school club and Wraparound facility.
6. School lunches where parents are not in receipt of free school meals or eligible for the Universal infant free school meal.

Refunds for non attendance at visits will be at the discretion of the Headteacher.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to free board and lodging costs during residential school visits and free school trips, as determined by the Governing Body. The relevant support payments are:

1. Income Support
2. Income Based Jobseeker's Allowance
3. Child Tax Credit, provided the parent is not entitled to Working Tax Credit, and the household income, assessed by the inland revenue, does not exceed £16,190 (current threshold)
4. The guaranteed element of State Pension Credit (from 30 April 2005)
5. Support under Part VI of the Immigration and Asylum Act 1999

The Headteacher and/or Governors will give consideration to individual hardship cases not contained within the exemptions above.

Voluntary Contributions

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the transport, entrance fees or other charges.

No pupil will be excluded from their experience because his/her parents cannot or will not make a contribution of any kind, nor will any pupil be treated differently according to whether or not their parents have made any contribution in response to the request. It should however be noted that if 85% of the cost of the trip is not received, it will become necessary to cancel a planned visit or activity.

*Students of parents who choose not to pay the charge being levied by the Academy for a visit or who do not wish their child to participate in a visit will remain at the Academy and participate in normal curriculum activities.

The responsibility for determining the level of contribution is delegated to the Headteacher this will never exceed the cost of the trip.