



# Charging and Remissions Policy

May 2017

Approval by the Governing Body	
Review date	
Signed by Chair of Governing Body	
Signed by the Principal Designate	

This policy was written by Andrea Fricker, Principal Designate

Consultation	Adapted from policy adopted by Ditton Park Academy. Only changes are a couple of items that refer specifically to primary provision.
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## Introduction

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- 1.1 The Governing Body will expect all activities wholly or mainly outside academy session time not to incur a cost to the academy budget unless the Governing Body has been consulted and decided otherwise.
- 1.2 The Governing Body may ask for voluntary contributions for academy activities that are either wholly or mainly in the academy session time and incur a cost to the academy that is over and above the normal day to day expenditure.
- 1.3 All charges or requests for voluntary contributions must comply with the law.
- 1.4 No charge is to be made for admission into the academy.

## Policy in practice

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### Education during academy hours

- 2.1 With very few exceptions a charge for education is unlikely to be legal. Where an activity is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of academy activities, and transport to swimming or other sports facilities.
- 2.2 **Craft activities**  
No charge will be made for materials to be used in craft and home economics lessons, although a charge may be levied if parents have indicated in advance that they wish to own a finished article. Any charge will not exceed the cost of materials. Alternatively the parent may be required to provide the materials in question.
- 2.3 **Music**  
The only area of academy curricular provision for which a charge may be made is instrumental music tuition for individual students or students in groups of up to four where that tuition does not form part of the National Curriculum or of a prescribed examination syllabus being followed by a student.
- 2.4 **Swimming lessons**  
The school organises swimming lessons for Key Stage Two children. These take place in school time and are part of the National Curriculum. We make no charge for this activity.
- 2.5 'Academy hours' are those in which the academy is actually in session, not the break in the middle of the day.

### Public examinations

- 3.1 No charge can be made for entry to public examinations where the student is being prepared for entry to the examination by the academy. No charge is to be made for any books, materials, instruments, equipment or trips required for the purpose of the examination.
- 3.2 The cost of the examination entry may be passed to parents/carers only:
  - If a student is entered for an examination for which he/she has not been prepared by the academy
  - If the examination is not on the set list but the academy arranges for the student to take it.
  - Where the student 'fails without good reason to meet any examination requirements for that syllabus.' (However academies are advised to proceed with caution, in particular ensuring that parents receive adequate information at the time when examination entries are made).

### Charges for out of academy activities

- 4.1 An activity that takes place outside academy hours cannot be charged for if it is an essential part

of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education.

- 4.2 Any other activity which takes place wholly or mainly outside academy hours, both day and residential, is defined as an 'optional extra' activity and can be charged for.
- 4.3 Charges for 'optional extras' outside of academy hours may include:
- travel, board and lodging for students
  - materials, books and equipment
  - entrance charges to facilities
  - staff costs - both support and teacher costs (where a teacher/instructor has been engaged specifically to provide the activity. These teachers should be given a separate contract to provide the optional extra.)
  - insurance.
- 4.4 **Breakfast and afterschool clubs**  
These take place outside of the school day will be charged for.
- 4.5 **Afterschool activities by outside providers**  
The school offers additional sports coaching after school run by outside providers. There is a small charge for these sessions payable to the provider.
- 4.6 **With an 'optional extra':**
- Parents can choose whether their children attend or not;
  - No profit can be included from any charges made - it is to be based on the actual cost of the activity divided by the number of students taking part;
  - Charges on some cannot be used to subsidise others i.e. the cost will not include a share of the cost of any remissions - if further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising;
  - A charge cannot be made for alternative provision for any students not attending.
- 4.7 For day activities, if most of the time spent is during academy hours then the activities count as taking place entirely within academy hours and no charge may be made. If most of the trip is outside academy hours then a charge is allowed.
- 4.8 Only the element of travel that takes place during academy hours may be counted as part of the activity.
- 4.9 For residential activities, a trip counts as falling within academy time if the number of sessions missed by the students amounts to half or more of the number of half days taken up by the activity. Each academy day is normally divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight.
- 4.10 The Governing Body will decide if a charge is to be made.
- 4.11 Academies may charge students, staff or parents for transport in their minibuses only if they hold a permit issued under section 19 of the Transport Act 1985. The permit exempts the academy from Public Service Vehicle (PSV) operator and driver licensing requirements.

## Damage to property

- 5.1 The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a student's inappropriate behaviour.

## Voluntary charges

- 6.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we reserve the right to cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

- 6.2 The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.
- 6.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- Trips which are not part of the school curriculum (e.g. visits to museums, art galleries)
  - Outdoor adventurous activities
  - Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc
- 6.4 The Governing Body will remit all charges otherwise payable by parents of a student in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents are in receipt of;
- Income support.
  - Income-based jobseeker's allowance.
  - Any support under part 6 of the Immigrations and Asylum Act 1999.
  - Child tax credit, provided that working tax credit is not also received, or the family's income as assessed by HM Revenue and Customs does not exceed the current HMRC value.
  - The guarantee component of state pension credit.
  - An income-related employment and support allowance.
- 6.5 Give consideration to remitting all or part of any charges payable by a parent of a student in all other instances pursuant to its charging policy.
- 6.6 The table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Activity	Comment
Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the music service increase. Parents in receipt of certain benefits could be eligible for a reduction of fees. The first child in the family pays full fees; the second and subsequent child will pay half fees. Any examination fees are paid by parents.
Transport to work experience	Parents will pay directly (except pupils where the educational, health plan refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits.
Re-scrutiny of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.

Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.

## Monitoring and review

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This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.