



Charging and Remissions Policy

This charging and remissions policy will be reviewed annually by the finance and general purposes committee of the governing body and has been compiled in line with all statutory guidance provided by the DfE.

Date of last review: Summer 2018

Date of next review: Summer 2019

Statement of principles

The governing body is committed to the general principle of free education, and recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs can make towards all aspects of pupils' education. Whilst wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, the governing body reserves the right to make a charge for certain activities organised by the academy from time to time.

A. Charging

Charges for residential activities

If during school hours, charges will be made for the board and lodging element of such activities, and parents will be asked to make a voluntary contribution towards travel expenses and entrance fees etc. Parents will be notified in advance of any such activities and their estimated cost, and parental consent will be obtained for their child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by the charge.

'Optional extras'

The school endeavours to provide from time to time a range of activities which are held outside the compulsory curriculum. Parents will be notified in advance of any such activities and their estimated cost, and parental consent will be obtained for their child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity, divided by the number of pupils willing to contribute towards the cost. The cost of other pupils participating in the visit will not be included in the charge. Charges may include an appropriate element of: the pupils' travel cost; the pupils' board and lodging cost; materials, books, instruments, and other equipment; non-teaching staff costs; entrance fees to museums, castles theatres etc; insurance costs; the expenses only of participating teachers engaged on a separate contract to provide the 'optional extra'.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges may be made.

Materials and ingredient

The governing body reserves the right to ask for a contribution towards the cost of materials and ingredients relating to activities taking place in school hours during design and food technology, and art and photography lessons for pupils, where the pupil and/or parents have indicated in advance that they wish to own the final product.

It is the academy's preference that pupils provide their own materials and ingredients where possible.

Music tuition fees

The academy will make a charge for music tuition both in and outside of academy hours where such tuition does not form part of the syllabus for a public examination and is not part of the National Curriculum, except where students are entitled to statutory remission.

Examination fees

No charge will be made for the first attempt at a prescribed public examination for which the pupil has been prepared by the school. If a pupil wishes to re-sit a prescribed public examination the full fee will be recovered from parents. If a pupil fails without reasonable cause to complete the examination requirements of any public examination for which the school has paid the entry fee, the fee involved will be recovered from the pupil's parents. Where this is the case, in exceptional circumstances, such as the illness of the pupil, the fee payable by parents may be remitted by the governing body.

Breakages and damage to school property

The governing body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Lettings

The academy will make its facilities available to outside users at a charge. The scale of charges will be determined annually by the finance and general purposes committee of the governing body. Further details are available in the lettings policy.

Other charges

The academy may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of a student file.

B. Remissions

Parents may apply to the academy for remission of charges in whole or part towards the charges for activities or for a grant towards the purchase of uniform items. To qualify for help the pupil's parent/carer must prove they are in receipt of one or more of the following benefits;

- Universal Credit
- Income Support
- Income Based Job Seekers 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) did not exceed £16,190 in the previous financial year

- The guaranteed element of State Pension Credit
- An income related employment and support allowance

In the case of a uniform grant, the pupil must at least:

- Have more than one term of compulsory education remaining OR
- Be starting at the academy the following term

The level of support which the academy can offer will be entirely at the discretion of the governing body. Arrangements for payments will be made with the parent/carer and the academy's uniform supplier.

The academy may, in exceptional circumstances offer financial assistance to families that do not meet the criteria above but can prove they are suffering significant financial hardship. This will be completely at the discretion of the academy.

C. Voluntary contributions

Nothing in the school's charging and remissions policy statement precludes the governing body from inviting parents to make voluntary contributions for the benefit of the school or of any school activity. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to invitation.