



Charging and Remissions Policy



Review Date:	September 2025
Next Review Date:	September 2026

Introduction

This policy has been formulated in accordance with guidance from the Shaw Education Trust:

Charging for Academy Activities.

This document sets out the Charging Policy for Coppice Academy and provides information for parents and carers on the circumstances where the academy would charge for activities, whether these are within academy hours or out of academy hours. It also provides information on activities where no charge is made.

Educational Visits and Extra-curricular activities

The Academy Council will support off-site activities which the Principal considers to be of good educational value and complementary to the curriculum. Where costs are involved, parents will be asked to contribute so that each activity is self-funding. Coppice Academy staff and transport costs will be met by the Academy. If funds received are insufficient, the visit may be underwritten by the Academy, or cancelled, at the discretion of the Principal.

Responsibilities

The Academy Council are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and the Academy Council.

Prohibition of Charges

- the Academy Council recognise 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the Academy;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy;
- education provided on any trip that takes place during Academy hours

- education provided on any trip that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education;
- 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 Academy Council or the local education authority has arranged for students to be educated;
- transport provided in connection with an educational trip
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the Academy;
- supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential trip

Publication of Information

A summary of this policy is available on the Academy's website.

Charges

The Academy Council reserves the right to charge for the following:-

1. Board and lodging on residential visits (not to exceed the costs) and with the following possible exception - students whose parents are in receipt of government support payments may, in addition to having a free Academy lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential Academy trips. The relevant support payments are:
 - a) Income Support
 - b) Income Based Jobseekers Allowance
 - c) Support under part V1 of the immigration and Asylum Act 1999
 - d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.

Parents are encouraged to discuss their individual circumstances in confidence with the Principal

2. The proportionate costs for an individual student of activities wholly or mainly outside academy hours ('optional extras') to meet the costs for:
 - I. travel associated costs
 - II. materials and equipment
 - III. non-teaching staff costs
 - IV. entrance fees/activity fees

- V. insurance costs
- VI. (c) individual tuition in the playing of a musical instrument
- VII. (d) re-sits for public examinations where no further preparation has been provided by the Academy
- VIII. (e) costs of non-prescribed examinations where no further preparation has been provided by the Academy
- IX. (f) any other education, transport or examination fee unless charges are specifically prohibited
- X. (g) breakages and replacements as a result of damages caused wilfully or negligently by students

Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the following:

- I. Activities within a curriculum area
- II. Support education trips and visits
- III. Associated travel costs

Please note that:

- a. the contribution is genuinely voluntary and a parent is under no obligation to pay;
- b. registered students at the Academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c. If insufficient voluntary contributions are received Coppice Academy reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to

The Leadership team within the Academy and will vary upon the nature of the visit / activity.

Remissions

Requests for voluntary contributions are made because they will be used to:

- Enhance and support learning activities within a faculty
- Support some educational visits
- Travel costs

