



Charging and Remissions Policy

Policy Number and Version:	Charging and Remissions v1.1
Policy Authorisation:	Resources Committee
Date of Policy Introduction:	October 2023
Date of Policy Review:	October 2024
Policy Author	Chief Operating Officer

INTRODUCTION

The Fylde Coast Academy Trust is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

We are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance.

As a Trust we try:

- To make activities accessible to all students regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To respond to the wide variations in family income while not placing additional unexpected burdens on an Academy's budget

For the purposes of this document, 'Parent' is taken to include any parent, carer or person with parental responsibility for a student.

DETAILS OF CHARGES

We will not charge parents for:

- admission applications
- education provided during school hours
- education provided outside school hours (if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the academy, or part of religious education)
- entry for a prescribed public examination (if the student has been prepared for it at the academy)

We may charge parents / carers for the following:

- materials, books, instruments or equipment (where they desire their child to own them), for example mathematical equipment
- wilful damage to academy property, equipment and furniture
- lost or damaged text or exercise books, lost locker keys and badges, planners etc.
- ingredients and materials for practical subjects (including design technology, food technology etc.)
- use of community facilities

REVISION AIDS

From time to time the Academy will provide students with the opportunity to obtain selected revision guides to assist them with the preparation towards examinations. These additional guides can only be provided if the student or his/her parents meet the cost.

MUSIC TUITION

There is an exception to the rule about not charging for activities in Academy hours. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – if the tuition is at the request of the student's parents / carers.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

RESIDENTIAL VISITS

In activities which involve residential visits, the school will not charge for:

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

A charge will be made for board and lodgings, but the charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost.

EDUCATION OUTSIDE ACADEMY HOURS

Parents will only be charged for activities that happen outside Academy hours when these activities are not a necessary part of the National Curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside Academy hours if parents agree to pay. The Education Act 1996 describes activities, which can be charged for as 'optional extras'. The Academy providing the activities will decide whether to make a charge. Details of such charges will be advised to relevant parties.

EXTENDED DAY SERVICES

Parents will be charged for extended day services offered to pupils, for example: breakfast and after school clubs.

SCHOOL MEALS

No charge for school meals will be made for pupils who are entitled to free school meals or infant free school meals.

Pupils who are not entitled to free school meals will not be charged at more than the total cost incurred by the school.

EXAMINATION FEES

No charges will be made for entries to prescribed public examinations for pupils who have been prepared for such examination by the school. An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the Academy;
- the examination is not on the set list but the Academy arranges for the student to take it;
- a student fails without good reason to complete the requirements of any public examination where the Academy originally paid or agreed to pay the entry fee.

Charges will not be made for any cost associated with preparing a student for an examination. Charging is allowed for tuition and other costs if a student is prepared outside Academy hours for an examination that is not set out in regulations.

EXAMINATION RE-SITS AND RE-MARKS

If the Academy deems it to be in its own interest and/or the interest of former students to seek a remarking of certain examination papers then it can do so. The Academy will pay the appropriate re-marking fee from the Academy budget.

In some instances however, where examination results may not vary from expected performance, parents might deem it to be in the best interests of the child to have individual papers re-marked. If

the Academy agrees to arrange for this to happen, then the Academy is acting as an agent for the parent in obtaining an additional service from the awards body, and the parent is responsible for any fees involved. The Headteacher's decision in this respect is final.

DAMAGED OR LOST ITEMS

The academy may charge parents for the cost of replacing items, including library or text books, broken, damaged or lost due to their child's behaviour.

DAMAGE TO PROPERTY AND EQUIPMENT

The Academy reserves the right to charge parents for losses incurred as a result of damage to property or equipment caused by the inappropriate behaviour of the student.

VOLUNTARY CONTRIBUTIONS

Whilst the Academy cannot charge for Academy-time activities, there may be occasions when it is necessary to invite parents and others to make voluntary contributions towards the benefit of the academy or academy activities. All requests to parents for contributions will make it quite clear that the contributions would be voluntary. Children of parents who do not contribute will not be treated any differently.

If a particular activity cannot take place without some help from parents, this will be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled. No student will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

The Academy will in the first instance decide which class or group of students is to benefit from the activity and then look for voluntary contributions, either for that activity or by general fund-raising.

REMISSIONS

The school will give consideration to the remission of charges to parents who receive the following support payments:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after an individual stops qualifying for Working Tax Credit
- Universal Credit

Children of families who receive these payments may also be entitled to free school meals.

The school may choose to subsidise part or all of the payment of 'chargeable activities'.

The Headteacher will authorise the remission of charges.

All cases will be dealt with confidentially.

UNIFORMS

The trust is committed to ensuring that the Academy Uniform is available at a fair and reasonable price. Second-hand uniforms are available for parents to acquire, information on second-hand uniforms is published on the school's websites. The trust would want to ensure that no family feels unable to apply for a place at the Academy for their child as a result of uniform costs. Parents of

students in this situation should make contact with the Academy so that consideration can be given as to whether any financial support can be made available.

REFUNDS

Most trips will require a non-refundable deposit. This deposit will only become refundable if the trip is cancelled by the academy. If a student pulls out of the trip through medical grounds, then this will be reviewed on an individual basis.