



Charging and Remissions Policy

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**Policy Reviewed and Adopted by
Governing Body:**

Date of Next Review: 1st October 2021

Responsible Officer: Business Manager: R Foxtan

Introduction

The academy has policies in place to ensure that the academy maintains and develops systems of financial control that conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of the academy but also ensure that our full community has access to services provided.

Purpose of this policy

The aim of this policy is to set out the circumstances under which the school will;

- levy a charge to Parents/Carers,
- grant a remission of normal charges, and
- ask for voluntary contributions.

Linked Documentation

This policy should be read in conjunction with the following documents:

- Financial Procedures
- Debt Management Policy
- Lettings Policy
- Whistleblowing policy

Roles and responsibilities

Principal

The Principal will maintain this policy on an annual basis.

Chair of Governors

It is the responsibility of the Chair of Governors to ensure that the policy is followed.

Definitions

Remission: the relinquishment of a payment

Related Procedures

The academy will follow the policy below in respect of charging:

Admissions

The academy does not make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

Education provided during school hours

Subject to the limited exceptions outlined in this policy, the academy does not charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education.

School meals

- The academy does not charge for school meals where the pupil is eligible for free school meals [or infant free school meals].

- Pupils who are not entitled to free school meals will be charged at the published per meal charge.

Prescribed public examinations

- The academy does not charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.
- However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy may seek to recover the fee from the pupil's parent/carer.

Materials, books, instruments or equipment

- The academy may charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- Such charges will not exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

Music, instrumental or vocal tuition

- The academy may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.
- The charges will not exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

No charge will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the academy.

Transport

The academy does not charge for:

- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the academy
- transport provided in connection with an educational visit

Residential visits

The academy does 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 national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

The academy will charge for board and lodging relating to residential visits (see below).

Optional extras

The academy does charge for 'optional extras'. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided. Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy
- other transport (outside of that outlined in above)
- board and lodging for a pupil on a residential visit

- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In calculating the cost of an optional extra an amount will be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- Any charge for an optional extra will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

Voluntary contributions

The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities. Where it is intended that an activity is to be funded by voluntary contributions, the Principal will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled
- No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

Refunds

- Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.
- In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.
- The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

Damage to property and breakages

- Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy may charge those responsible for some or all of the cost of repair or replacement.
- Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge those responsible for some or all of the cost.

Remissions

Parents/carers who can prove they are in receipt of the following benefits may be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

Complaints

Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.

Monitoring and Review

This policy will be monitored annually to ensure appropriate organisation and arrangements are in place to control financial risk.

This will be undertaken through internal quality assurance processes by the senior team, the Governing body and/or an external audit team to support the academy and provide feedback to ensure that effective organisation and arrangements are in place.

Appendices

N/A