



CHARGING AND REMISSION POLICY

Policy:	Charging and Remission Policy
Reviewers:	FAG/Local Governing Body
Approved by:	Local Governing Body
Date:	27 th January 2023
Review cycle:	1 Year

VERSION CONTROL		
DATE	AUTHOR	CHANGES
Nov 2021	Donna Barnes/Ellie Slack	1.1 updated. 1.2 additional point added. 2.1 new. 3.10.1 amended. 3.11 addition of other income. 3.11.1 new. 3.12 new. 4.1.1 amended. 5.1 and 5.2 amended. 7 two additional policies added.
Nov 2022	Donna Barnes/Ellie Slack	2.1 updated date of Academy trust handbook.

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

1 INTRODUCTION

1.1 The Samworth Church Academy is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established this policy to ensure that no child is discriminated against by our offering of trips, activities and educational extras. In addition, we are committed to adhering to legal requirements regarding charging for activities, and meeting all statutory guidance provided by the DfE.

1.2 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 inform parents on low incomes and in receipt of relevant benefits of the support available to them;
- to respond to the wide variations in family income while not placing additional unexpected burdens on the 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.

2 LEGISLATION

2.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- The trust's Funding Agreement
- ESFA (2022) 'Academy trust handbook 2022'

2.2 Education provided during academy hours must be free – the definition of education includes materials, equipment and transport provided in academy hours by the Academy to carry students between the Academy and an activity.

2.3 By law, students may not be charged for activities that form part of the normal academy day, but the Academy may invite parents and others from time-to-time to make a voluntary contribution to the Academy's work, to allow us to offer activities or experiences which otherwise might not be possible. This might include a voluntary contribution to activities taking place in academy time, activities which form part of the curriculum or an

examination syllabus, or those which form part of the Academy's religious education curriculum.

2.4 The child of any parent who is unable to contribute will not be prevented from participating in an activity which takes place during academy time if the activity goes ahead.

2.5 In any request for voluntary payments, it must be clear from the terms in which it is made that:

- there is no obligation to make a contribution;
- students will not be treated differently according to whether or not their parents have contributed to the planned activity;
- if there are insufficient contributions received to cover the cost of including all students who wish to participate, the activity will not go ahead;
- where an activity takes place outside of academy hours and does not form part of the curriculum or examination syllabus, this is classed as an optional extra and parents can be asked to meet the full cost of these activities.

3 DETAIL OF CHARGES

3.1 Admissions

No charge shall be made in respect of admission to the Academy unless it is for the purpose of:

- part time education for persons over compulsory school age;
- full time education for persons over compulsory school age;
- teacher training.

3.2 Provision of education

3.2.1 No charge shall be made in relation to the education of registered students where education is provided during academy hours.

3.2.2 Where education is provided outside of academy hours, no charge shall be made provided it is required as part of the syllabus/curriculum.

3.2.3 The Academy may charge individuals who are not registered students of the Academy for education provided or facilities belonging to the Academy and used by them.

3.3 Musical instrument tuition

3.3.1 The Academy will review on a yearly basis whether or not to charge a contribution towards musical instrument tuition either individually or for a group of not more than four students where the lesson is not considered to be part of the curriculum or is not preparation for a public examination, even if this lesson takes place during academy hours.

3.3.2 Tuition will be provided free of charge where it is considered to be an essential part of either the curriculum or a public examination syllabus.

- 3.3.3 Students who wish to loan an instrument belonging to the Academy will be able to do this free of charge.

3.4 Practical subject charge

- 3.4.1 Voluntary contributions may be requested to cover the cost of materials and ingredients provided by the Academy for practical subjects where parents indicate that they wish to receive the finished articles.

3.5 Visits during the academy day

- 3.5.1 A voluntary charge will be made to cover the cost of educational visits and other activities.
- 3.5.2 However, charges cannot be enforced where this forms part of the curriculum.
- 3.5.3 Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.

3.6 Residential visits

- 3.6.1 Where at least half of the time away from home is not normal academy time, where the trip involves an overnight stay or where the work undertaken is not an integral part of the examination course, the trip is classed as optional and parents can be expected to meet the full cost of residential courses in academy time.
- 3.6.2 If the visit is deemed to have taken place during the academy day, or is part of the required curriculum, or is preparation for a public examination, then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.
- 3.6.3 Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be aware that the activity may be cancelled if insufficient contributions are received.
- 3.6.4 If a student is unable to go on a trip after the initial deposit has been paid (unless this is because of ill-health, for which a medical certificate will be required), parents will still be required to meet the full cost of the trip, unless another student can be found to take up the place.

3.7 Public examinations

- 3.7.1 No charge will be made in respect of the entry of a registered student at the Academy for an examination for which the Academy agrees the student should be entered.
- 3.7.2 Charges will be applied for the entry of a student for an examination for which s/he has not been prepared by the Academy, or for entry to an examination against the advice of the Academy.
- 3.7.3 Entries for re-sits of examinations where the Academy has not provided additional tuition are also subject to charge.

- 3.7.4 Parents seeking to have an examination paper re-marked will be required to pay the re-mark fee; however, if the new grade exceeds the original then this fee will be refunded.
- 3.7.5 Where a student fails to attend for an examination for which they have been entered (unless this is because of ill-health, for which a medical certificate will be required), parents may be expected to meet the cost of the examination entry.
- 3.8 Optional extra visits**
- 3.8.1 Visits that take place outside the academy day or as part of an extra-curricular activity can be charged for, and parents are expected to meet the full cost of the trip.
- 3.9 Loss or damage**
- 3.9.1 Parents will be expected to meet the cost of repairing or replacing any Academy property damaged or destroyed by a student, or any fines to be paid by the Academy as a result of the actions of a student. A charge will also apply for loss or damage of Academy property (including books or equipment) placed under the care of the student.
- 3.10 Fundraising and sponsorship**
- 3.10.1 General fundraising and sponsorship from a variety of sources may be used to enhance the provision at the Academy or to allow additional activities to take place.
- 3.10.2 Any fundraising activity will make the purpose of the fundraising clear to those who may wish to contribute.
- 3.11 Lettings of the Academy's buildings and other income**
- 3.11.1 The Academy will set fees for chargeable services and reserves the right to apply an additional rate of return when in a commercial environment in line with the ESFA's 'Academy trust handbook'.
- 3.11.2 Charges will be levied for the use of the Academy's facilities by private individuals or external organisations at a rate to be determined annually by the Governing Body, as in the Community Use Management Policy.
- 3.11.3 Facilities will only be let where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidised from resources provided for the education of students.
- 3.11.4 Hirers will need to demonstrate that they have adequate insurance and provision for compensating the Academy for any damage they cause.
- 3.11.4 They must also leave the facilities in a clean and tidy state, otherwise an additional fee for cleaning will be charged.
- 3.12 Freedom of Information Policy and Publication Scheme**
- 3.12.1 The Academy's Freedom of Information Policy sets out where fees may be charged for the provision of information.

4 REFUNDING OF CHARGES

4.1 Trips and activities

- 4.1.1 Charges and contributions are set to cover the anticipated costs. The Academy will deal with cancellations and refunds on a case-by-case basis, ensuring that all students and their families are treated equally.
- 4.1.2 If the income from an activity exceeds the actual costs, the Academy will refund any surplus of £5 or more per student who contributed to the activity. Any amount below this will be transferred to the Hardship fund.

4.2 Arrangements for surpluses not refunded

- 4.2.1 Any surpluses not refunded will be transferred to the Hardship fund and used to support access to optional activities for those students whose families are experiencing financial hardship.

5 REMISSION OF CHARGES

- 5.1 The Academy recognises the real and persistent difficulties faced by families on low incomes and has set aside a fund to enable all students the opportunity to gain fully from the experiences the Academy has to offer. Funding is limited and there is no guarantee that all requests can be met.
- 5.2 Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, support under part IV of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Universal Credit or Child Tax Credit (providing Working Tax Credit is not also received), the Academy will observe its statutory duty to remit in full the cost of board and lodgings for any residential activity deemed to take place within academy hours.
- 5.3 Parents who find themselves in financial difficulties and who have students in receipt of Free School Meals or attract Student Premium may apply in confidence to the Academy for financial support with optional activities.
- 5.4 Remission of charges in part or in full will be authorised by the Principal in discussion with the Finance Department.

6 PROVISION FOR REVIEW

- 6.1 This policy will be reviewed annually by the Governing Body and will be adjusted in accordance with any subsequent guidance issued by the Department for Education or the Education Funding Agency.

7 Related Policies

Community Use Management Policy
Financial Regulations Manual
Freedom of Information Policy