



TARLETON
ACADEMY

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Charging and Remissions Policy

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Purpose

To establish Tarleton Academy's policy for charging and remission for school activities and school visits and to identify the activities for which charges will be made and those for which remissions are made.

Scope

This policy applies to all staff and students of Tarleton Academy.

Definitions

Tarleton Academy – the Academy Governing Body (the Academy).

Parents – meaning a person or persons having parental responsibility for a student.

Summary

The Academy **cannot** charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school 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 school, 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 pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s), if the student is being prepared for the re-sit(s) at the school, where the request for the re-sit is on the part of the Academy

The Academy **can** charge for:

- any materials, books, instruments, or equipment, which can be retained by the student;
- optional extras (see below);
- music and vocal tuition, in limited circumstances.

The Headteacher may use their discretion for cases of genuine hardship or situations arising from exceptional circumstances and invites parents to apply in writing, in strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of the Governing Body.

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Implementation of Policy

Voluntary Contributions

The Academy may ask parents for a voluntary contribution for the benefit of the Academy or any Academy activity. This may include:

- any activity or visit which takes place during Academy hours;
- Academy equipment;
- Academy funds generally.

Any requests shall clearly indicate that:

- there is no obligation to make any contribution;
- where there are insufficient voluntary contributions to make the activity possible then it will be cancelled;
- students will not be treated differently according to whether or not their parents have made a contribution in response to the request.

Residential Trips

The Academy charges for the estimated actual cost the residential school trips. The cost will not exceed the estimated actual cost of the provision.

Where the school trip takes place wholly, or mainly, during school hours and is essential to the National Curriculum and examination, students whose parents are in receipt of the following benefits, will in addition to having a free school lunch entitlement, be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and their annual income does not exceed the relevant amount as assessed by Her Majesty's Revenue and Customs.
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

A similar entitlement applies where the trip takes place outside of Academy hours but it is necessary as part of the National Curriculum or forms part of the syllabus for a prescribed

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examination.

Transport

The Academy does not charge for:

- transporting registered students to other premises where the governing body has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit which is essential to the National Curriculum and examination.

Examinations

No charges are made for entering or preparing students for public examinations, however, an examination entry fee may be charged if the following apply:

- the examination is on the set list but the student was not prepared for it at the Academy;
- the examination is not on the set list but the Academy arranged for the student to take it;
- a student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee;
- a student wishes to re-sit a prescribed public examination where there is no requirement from the Academy.

Music and Vocal Tuition

Although the Education Act states that all education provided during Academy hours must be free, music lessons are an exception to this rule. Charges may be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Lessons may be either an individual student or a small group of students.

Damage & Breakages

Charges will be made to recover the costs (full or partial at the Academy's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism to Academy property will be sought by the Academy.

Work Experience

Work experience is no longer a statutory requirement for schools and therefore students who wish to participate must meet the cost of the arrangements for the work experience. The cost

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of travelling expenses from home to work experience placement will be the responsibility of the parent. The Academy will consider requests to cover the costs on the grounds of hardship.

Any charge made in respect of individual students will not exceed the actual cost of providing the additional, optional activity.

Participation in any additional, optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

DOCUMENT APPROVAL	
Signed: L. Gwinnett	Signed: H. Dicker
Headteacher	On behalf of the Governing Body
Document Review:	SLT Governing Body
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