

# CHARGING AND REMISSIONS (ACADEMY/FREE SCHOOL) POLICY

<b>Policy Title:</b>	Charging and Remissions (Academy/Free School) Policy	<b>Owner:</b>	Nazish Miah
<b>Review period:</b>	Annual	<b>Approval by:</b>	COO
<b>Effective date:</b>	1 <sup>st</sup> September 2023	<b>Next review date:</b>	1 <sup>st</sup> July 2024



## Charging and Remissions Policy

### 1. Scope

1.1 This policy applies to all staff and student/learners of all the Trust Academies.

### 2. Context

2.1 The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential visits and experiences of other environments, can make towards student/learners' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child/young person.)

2.2 Changes must be agreed by the Principal/Head of School. If a charge is to be made/requested for a particular type of activity a parent may ask the Academy how the charge has been worked out and who might qualify for help with the cost (or even get it free).

2.3 This policy sets out any circumstances in which the Academy proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

### 3. Aims

3.1 The aims of this policy are:

- To ensure that all staff and parents are aware of the charging policy
- To make the programme of activities and trips accessible to as many students/learners as possible

3.2 The Academy will inform parents of the support available to them when being asked for contributions towards the cost of Academy visits.

### 4. Statutory position

4.1 The legislation governing the charging for Academy activities is set out in the [Education Act 1996: Sections 449-462](#). It covers what governing bodies may and may not charge for when activities take place, either during or outside of Academy hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

## 5. What the Academy may charge for.

5.1 The Board of **Directors/ Governors** reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- *Academy trips and residentials in Academy time:* the board and lodging element of the residential experience and outdoor pursuit courses; the charge must not exceed the actual cost
- *Activities outside Academy hours:* the full cost for each student/learner of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras
- *Materials:* the cost of materials, books, instruments, equipment or for specified projects, if parents have indicated in advance that they wish to own the final product
- *Acts of vandalism and negligence:* the Board of **Directors/ Governors** reserves the right to recover part, or the whole cost, of damage to buildings or equipment, or damage/loss to resources which is the result of vandalism or negligence by a student/learner whether accidental or otherwise
- *Examination fees:* if a student/learner has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student/learner attends for examination
- Charges may be made for either an individual student/learner or group to play a musical instrument or to sing if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student/learner(s)
- If, without a medical certificate explaining the reason, a student/learner fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Board of **Directors/ Governors** may seek to recover the fee from parents
- There may be a charge for examination entry where there is request from the parent for additional subject entries to be made which are not supported by the Academy
- The academy may charge £10 for the countersigning of passport application forms for students/learners and their immediate family
- An administration fee of £15 for administrative requests relating to the out of school club e.g. receipts or confirmation of hours attended per year



- Recharge of costs incurred by the academy relating to the provision of school lunches where the student/learner does not have other lunch arrangements in place
- Late charges after school clubs all schools have their own late charge policy please refer to individual school for more information

## 5.2 Optional Extras

The Academy may charge for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of Academy time that is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the student/learner is being prepared for at the Academy
  - c) part of religious education
- There will be a charge to parents of £5.00 for each cheque that is not cleared and returned to the Academy
- Examination entry fee(s) if the student/learner has not been prepared for the examination(s) at the Academy
- Transport that is not required to take the student/learner to Academy or to other premises where the local authority/Board of **Directors/ Governors** have arranged for the student/learner to be provided with education/training
- Board and lodging for a student/learner on a residential visit

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## 5.3 Voluntary Contributions

The Academy may ask for voluntary contributions for the benefit of the Academy or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

## 6. What the Academy cannot charge for

6.1 The Academy cannot charge for:



- An admission application to any maintained Academy
- 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/learner is being prepared for at the Academy, or part of religious education
- Tuition for student/learners 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/learner is being prepared for at the Academy, or part of religious education
- Entry for a prescribed public examination, if the student/learner has been prepared for it at the Academy discretion
- Examination re-sit(s) if the student/learner is being prepared for the re-sit(s) at the Academy
- Education provided on any visit that takes place during Academy hours
- Education provided on any visit 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/learner is being prepared for at the Academy, or part of religious education
- Supply teachers to cover for those teachers who are absent from Academy accompanying student/learners on a residential visit
- Transporting student/learners to or from the Academy premises, where the Academy has a statutory obligation to provide transport
- Transporting student/learners to other premises where the Academy has arranged for student/learners to be educated/trained
- Transport that enables a student/learner to meet an examination requirement when he has been prepared for that examination at the Academy
- Transport provided in connection with the national curriculum requirements as appropriate

## 7. Remissions

7.1 The Academy may remit charges in full or in part to parents after considering other



specific hardship cases including pupil premium students. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal/Head of School will authorise remission in consultation with the Board of **Directors/ Governors**

## 8. Insurance

8.1 Any insurance costs will be included in charges made for trips or activities.

## 9. Roles and Responsibilities

9.1 The Board of **Directors/ Governors** are responsible for ensuring that the Academy complies with legislation, and that this policy and any related procedures and action plans are implemented.

9.2 The Principal/Head of School is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action. Day to day responsibility for co-ordinating and implementing this policy is with the Academy Principal/Head of School.

9.3 All staff/others are expected to complete a Risk Assessment/Visits form.

## 10. Monitoring and Review

10.1 This policy will be reviewed every 2 years.

10.2 Its outcomes will be assessed by monitoring the Annual Development Plan (ADP)

10.3 Its impact and effectiveness will be judged in terms of the positive benefits and any negative consequences arising from its implementation.

## 11. Dissemination

11.1 All policies that need to be conveyed to student/learners, staff and families/carers will be available on the Academy's website and FROG.

11.2 Staff will be informed about policies during induction and through on-going in-service training.

11.3 Those policies that are important for student/learners to be aware of will be promoted through the Student/Learner Council and other routes such as PSHE classes. Key messages from policies will be prominent in Academy e.g. using displays.