



CHARGING AND REMISSIONS POLICY 2019 - 2021

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Approval needed by:	The Director of Finance
Consultation required	The Local Governing Body
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CHARGING AND REMISSION POLICY

1. INTRODUCTION

Charging for school activities is regulated by the Education Act 1996 and is explained in the DfE guidance document "Charging for School Activities" published October 2014. The main points of this guidance are that:

- School governing bodies, subject to limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments, or other equipment);
- Schools must ensure that they inform parents on low incomes and in receipt of certain benefits of the support available to them when being asked for contributions towards the cost of school visits.

The detailed guidance as it applies to individual areas is included as relevant below. Charges will be reviewed bi-annually. This policy will be published on the Academy's website.

2. PAYMENT

The Academy's policy is for all payments by parents to be made on-line, through the Academy's on-line payments system (WisePay). Any exceptions to this must be referred to the Finance Team.

Recovery of Charges: any outstanding sums payable by parents are recoverable as a civil debt.

3. EDUCATIONAL VISITS

DfE Guidance

Schools cannot 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 student is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Schools can charge for:

- Board and lodging and the charge must not exceed the actual cost. Parents who are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

Voluntary Contributions

Schools can ask for voluntary contributions for the benefit of the school or any school activities. If the activity cannot be funded without voluntary contributions, the school should make this clear to parents at the outset.

If insufficient voluntary contributions are raised to fund a visit, and the school cannot fund it from some other source, then it must be cancelled.

The Academy Policy

In addition to the DfE guidance above:

- Once a year during the summer term, the Academy collapses the timetable and offers a range of activities (ACE Day), some on site at the Academy, and some visits off-site (both residential and non-residential). A wide range of activities is available, at a range of costs, with a number of free activities available on the ACE Day.
- As there are a range of free activities available, those activities which are mainly during school hours and for which the Academy incurs a cost are deemed to be “optional extras” and therefore the Academy will charge for them.
- Where an educational visit is mainly during school hours and is not part of the optional ACE Day activities, letters will include wording such as:
"As this visit takes place wholly (or mainly) in school time it is necessary to ask for a voluntary contribution of £..... per student. There is no obligation to contribute and no student will be omitted from the visit because they do not pay or do not pay in full. However, the visit cannot go ahead if the academy does not receive sufficient parental contributions by"
- In addition, where the family receives certain benefits as listed in the DfE guidance, these charges may be reduced or waived on application.
Any agreement to reduce or waive charges will be agreed by the Business Manager, in consultation with Support and Guidance staff.

4. MUSIC TUITION

DfE Guidance

Charges may be made for vocal or instrumental tuition, provided that the tuition is provided at the request of the student's parent.

Charges may not be made:

- for students who are looked after by a Local Authority;
- if the teaching is an essential part of the national curriculum.

The Academy Policy

In addition to the DfE Guidance above, in order to promote participation in music for all students, the Academy will subsidise music lessons as follows:

- no charge will be made to students studying music for GCSE, or A level examination purposes;
- no charge will be made for students in receipt of the Pupil Premium or Pupil Premium Plus
- where charges apply, these will be:
 - £55 per term for a shared 20 minute lesson;
 - £65 per term for an individual 20 minute lesson;
 - 50% discount will be applied for siblings or where a student studies more than one instrument;
 - £15 per term for instrument hire.

5. EXAMINATION FEES

DfE Guidance

An examination entry fee may be charged to parents if:

- the student was not prepared for the examination at the school;
- a student fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.

This guidance applies to both initial examination fees and re-sits.

The Academy Policy

The Academy will charge for examination fees in accordance with the DfE guidance. In addition, where the family receives certain benefits as listed in the DfE guidance, these charges may be reduced or waived on application.

6. MISCELLANEOUS ITEMS

DfE Guidance

Schools cannot charge for education provided during school hours (including the supply of materials and equipment).

Schools can charge for materials and equipment where the student's parent wishes him/her to own them.

The Academy Policy

IPads

- Where iPads are made available to students for use outside school hours, parents will be asked to contribute £60 per academic year for use of the iPad. Where the student is in receipt of Pupil Premium or Pupil Premium Plus, the annual contribution charge will be waived.
- On leaving the Academy, all students may, on request, purchase the iPad at the residual value, which takes into account the original purchase price and contributions already made. The Academy does not make a profit from this scheme.

Faculty Charges

In accordance with the guidance, Faculties may charge for materials and equipment only where a student wishes to own the item. The charge must only cover the actual costs and where appropriate an administration fee and the VAT.

There is an annual charge to students in Years 7 - 10 of £5 for both Design Technology and Creative Arts. This sum contributes towards the cost of materials and ingredients. This charge is made on the basis that students take home the finished products.

- **Learning Centre charges**

As a loss control measure the Learning Centres operate the following charges:

- Fines;

- 1p per day up to a maximum of £1.00 for Year 7-11 and £2.00 for Years 12 to 13
- **Lost Books:**
 - If lost due to carelessness, parents are warned they will be invoiced for replacement costs. A replacement, to the same cost, can be donated.
- **Book Clubs:**
 - Books are sold at cost. Any commission received on book sales is used to fund additional resources for the Learning Centres.

- **Student Lockers**

Lockers are available to students on a first come first served basis through a company called 'Secure Lockers' for an annual cost of £22.00. The lockers are not maintained or owned by the Academy.

- **Other Sales**

Various other items may be purchased by students (e.g. items of stationery are available from the Learning Centre, photographs, year books, sweatshirts for a particular event or visit, etc. may be available for purchase). Charges must only cover the actual cost and where appropriate an administration fee and VAT.

- **Academy Publications:**

Parental/external requests for academy publications will be charged at the actual cost of reprographics plus an administration charge.

- **Photocopying**

For private copying, staff and students will be charged:

- **Black and white:**
 - A4: 5p per side
 - A3: 10p per side;
- **Colour copying:**
 - A4: 30p per side;
 - A3: 40p per side.

7. COMMUNITY FACILITIES

DfE Guidance

Schools are allowed to charge for community facilities.

The Academy Policy

Charges for the letting of the academy facilities are documented in the Academy's Lettings Charges, and are reviewed annually. These costs must cover the cost to the academy of opening, heating, cleaning and supervision of the buildings and include VAT for any letting of less than 10 sessions using sport facilities.

ADVICE TO ALL STAFF ON THE ACADEMY CHARGING POLICY

Extract from the Academy Charging Policy

The Academy's policy is for all payments by parents to be made on-line, through the Academy's on-line payments system (WisePay). Any exceptions to this must be referred to the Finance Team.

Faculties may charge for materials and equipment only where a student wishes to own the item. The charge must only cover the actual costs and where appropriate an administration fee and the VAT.

1. Textbooks can only be charged for if they are supplementary to the main texts and become the property of the student.
2. Register your intention to charge with the Finance Team and your line manager. Send details of the item being charged for to the Finance Team, who will then set the information up on WisePay.
3. In addition, when organising a visit, staff must follow the guidance in the Academy's Educational Visits Policy, in particular all visits must be approved by the Educational Visits Co-ordinator.
4. When the Finance Team confirm that the WisePay set-up is complete, inform students / parents that payments can be made online.
5. Details of which parents have paid for an item are available on WisePay, or from the Finance Team.
6. All financial transactions are open to audit checking, please ensure that you follow the above procedure.