



## **CHARGING AND REMISSIONS POLICY 2021 - 2022**

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Approval needed by:	Amy Taylor – Chief Financial Officer
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:

- 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 lesson (20 minutes);
  - £65 per term for an individual lesson (20 minutes);
  - 50% discount will be applied for siblings or where a student studies more than one instrument;
  - £15 per term for instrumental 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;
- Without good reason, a student fails 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**

- iPads are made available to students for use outside school hours, parents will be asked to contribute £50/£60 or £65 (depending upon year group) 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. This is part of the Trust wide scheme.
- 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.

The parents of students in Years 7 – 10 are requested to provide an annual voluntary contribution towards the cost of materials and ingredients incurred by the Design & Technology and Creative Arts faculties in the sum of £5.00 each. 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:

- **Lost Books:**
  - If lost due to carelessness, parents should be aware that 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 £23.00. 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.

## **8. THE DUKE OF EDINBURGH AWARD SCHEME**

### **The Academy Policy**

The academy is a well-established centre for The Duke of Edinburgh award scheme. Should a student wish to participate, there is an annual administration fee of £16.50 payable for the following services:

- Setting up of eDofE accounts.
- Information evenings for parents and candidates.
- Administration of eDofE accounts.
- Approving activities and communicating with both parents and candidates regarding their other section choices.
- Providing monthly updates to parents and candidates regarding status of eDofE.
- Providing assessor reports where necessary.
- First line verification process once each section has been approved.
- First line verification of the award once all four sections have been completed.
- Liaising with both parents and candidates regarding the three main sections and expeditions.
- Supervising all training prior to the expeditions.
- Administration of the expeditions.
- Holding meetings with parents and candidates prior the expedition season.

- Organising and coordinating the presentation evening,
- Printing of certificates.
- Additional costs are also payable for enrolment, currently £22.50, expedition fees and the hiring of equipment (optional). These charges are subject to change.

## **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.