



## CHARGING AND REMISSIONS POLICY

<b>Date Approved by Governing Body:</b>	<b>02 November 2015</b>
<b>Signature of Chair of Governors:</b>	
<b>Next Review Date:</b>	<b>October 2016</b>

## Introduction

We want all our students to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for students entitled to free school meals.
		We will charge all students not entitled to free school meals an amount determined by the body of the school.
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the student has been prepared at the school.
		Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the student was not prepared for it at school.
		Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the student to take it.
		We may charge parents the examination fee if a student fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Principal.
		We may charge parents the examination fee if a student fails without good reason to complete coursework associated with a public examination where the school originally paid the entry fee. This will be decided by the Principal.
4	Activities for students that take place during school hours ('School hours' are those when	No charge will be made for activities servicing the curriculum (with the exception of music tuition – see Section 8). A charge may be made for the cost of

	<p>school is actually in session and do not include the break in the middle of the school day)</p>	<p>activities such as end of year trips which go beyond curricular visits or exceed a contribution the Academy is willing to make.</p> <p>No charge will be made for transport during school hours eg to swimming.</p> <p>A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.</p>
5	<p>Activities for students that take place outside school hours (non-residential)</p>	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> <li>a) a necessary part of the curriculum</li> <li>b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school</li> <li>c) part of the school's basic curriculum for religious education</li> </ul> <p><u>Optional extras</u></p> <p>We may charge for some other activities that take place outside school hours. The Principal will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Principal and the Finance &amp; General Purposes Committee.</p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other students by paying more than an amount equal to the total cost of the activity divided by the number of students participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> <li>a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to</li> </ul>

		<p>provide the optional extra</p> <p>b) non-teaching staff</p> <p>c) any materials, books, instruments or equipment provided in connection with the optional extra</p> <p>d) transport to an activity outside school hours</p>
6	Activities that take place <b>partly</b> during school hours either on or off site (non-residential).	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.</p>
7	Residentials	<p>Residentials are classified as being within school hours if the number of school sessions missed by the students is at least 50% of the number of half days spent on the trip.</p> <p><u>Board and lodging</u></p> <p>We will charge students an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours EXCEPT where students are legally entitled to remission. In such cases no charge will be made for board and lodging. (See section 11 of guidance for details of legal entitlements to remissions)</p> <p><u>Travel</u></p> <p>If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought.</p> <p>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per student other than those entitled to remissions (but no paying student will be required to subsidise the cost of non-paying students).</p>

		<p><u>Activities on residential</u></p> <p>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 5).</p>
8	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the student (including instrument hire, music books etc).</p> <p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).</p> <p>We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of students. Charges will be determined by the Principal and the appropriate committee of the governing body and may vary depending on size of group, length of lesson and type of instrument.</p> <p>Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for students on free school meals as defined in section 11 of guidance as well as in certain other circumstances (eg for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.</p>
9	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Principal.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Principal.</p>
10	Remissions and concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document.</p>

		<p>We may choose to subsidise, in full or part, charges for certain activities and students, as determined by the Governing Body, advised by the Principal. The circumstances in which concessions are applied will be reviewed regularly.</p>
11	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.</p> <p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No student will be excluded from the activity if their parents do not contribute.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>
12	Community lettings	<p>All external lettings of the premises will be made via the Site Manager.</p> <p>The hourly rate for the hire of the sports hall / community facilities is £25 per hour.</p>