



# Charging & Remissions Policy

(ratified by the Full Governing Body on 22<sup>nd</sup> May 2018)

Review Cycle: 2 Years – Summer Term

Review By: Leadership Team, Finance & Audit Sub-Committee

## **Contents:**

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## **Aim**

Legislation allows Academies to charge for certain activities which take place outside Academy hours. Alcester Academy's policy applies to charges made to parents/students, for facilities used by private individuals and to third party organisations that rent Academy premises.

Under the terms of the Education Act 1996, the Governing Body of Alcester Academy must have a policy on charging students to participate in Academy activities. By law, students may not be charged for taking part in activities that take place during the Academy day.

Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- there is no obligation to make any contribution; and
- that pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity.

## **Responsibilities**

The Governing Body of the Academy are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the Headteacher and Governing Body.

## **Procedure**

**1. Admissions** – no charge shall be made in respect of admission unless it is for the purpose of:

- part-time education for persons over compulsory Academy age
- full-time education for persons over compulsory Academy age
- teacher training

**2. Provision of education** – no charge shall be made in relation to the education of registered pupils where education is provided during Academy hours. Where education is provided outside of the normal Academy hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The Academy may charge persons who are not registered pupils at the Academy for education provided or for facilities used by them belonging to the Academy.

**3. Musical Instrument tuition** – the Academy will review, on a yearly basis, whether or not to charge a contribution towards musical instrument tuition either individually, or for a group of not more than four pupils, where the lesson is not considered to be part of the National Curriculum or is not preparation for a public exam. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus.

**4. Musical Instrument hire** – Should the music department have some instruments that are available for hire to students, a charge of £30 per instrument per year will be raised in Term 1. A refundable deposit of £30 will also be taken at this time and held for the duration of the hire. The parent/carer will also be required to complete a Musical Equipment Hire Agreement at the beginning of the hire.

**5. Practical subject charge** – charges may be made by practical subjects for materials, ingredients and taking finished products home. Any student involved in projects where they choose to use additional materials will be requested to pay for these materials in advance based on cost prices obtained beforehand from the Subject Leader. Parents will be made aware of such charges that may be incurred. The Academy classes such income as class sales.

**6. Visits during the Academy day** – a voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.

**7. Residential visits** – where at least half of the time away from home is not normal Academy time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received.

If the visit is deemed to have taken place during the Academy day, or is part of the national curriculum or is preparation for a public examination, then only the cost of board and lodging can be requested from parents and this cannot exceed the actual cost.

**8. Public examinations** – no charge shall be made in respect of the entry of a registered pupil at the Academy. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the Academy. Entry for resit examinations will not be subject to charge if the pupil is being prepared for the re-sit(s) at the Academy. Where a student has paid for an examination re-mark and the new grade exceeds the original, then a refund is made for the fee by the examination board.

**9. Optional extra visits** – visits that take place beyond the Academy day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

**10. Breakages** – by signing the Academy Parent/Carer Agreement, parents/carers adopt in full the academy's key policies and guidelines, [www.alcesteracademy.org.uk](http://www.alcesteracademy.org.uk), and subsequently will be expected to agree to indemnify the academy against any breakages of any academy items and/or damage to academy property which is caused by the pupil.

### **Remission of Parent/Student charges**

Parents who find themselves in financial difficulties and, whom are eligible to receive free school meals (FSM) pursuant to the eligibility criteria published from time to time by Warwickshire County Council, may apply to the Academy for financial support via the Academy Hardship Policy. Reference to the free Academy meals list is made and proof (e.g. DSS letter) is required to validate claims. Parents who are not eligible to receive FSM but suffer other financial hardship may apply for financial support from the Academy Inclusion Fund.

### **Facilities used by private individuals**

Currently this only refers to reprographic facilities used by staff members, the Academy Friends, PTA or other local sporting and community organisations. Charging is on the basis of metered copy volumes and at the rate chargeable to departments.

### **Third Party Lettings/Use of Facilities**

A charge can be made to cover the use of the premises, administration, wear and tear and general disturbance. Under no circumstances will lettings be subsidised from resources provided for students' education. Facilities will only be let where they are not needed for purposes of education during that time. The charge is negotiated between the Academy and the prospective tenant. The Headteacher is made aware of the letting, with the Site Manager being responsible for the provision of fixed facilities (washrooms etc.), health and safety and cleanliness.

All hirers will need to demonstrate that they have adequate insurance to compensate the academy for any damage they cause and a copy of the insurance certificate will be obtained and retained during the let. Where there is a doubt, the Academy can consult its' insurer.

Consideration is given to charging where a third party tenant makes use of Academy facilities, at whatever hour, that belong to the Academy. Examples of these might include projectors, IWB, ovens etc.

## **Charges**

The Governing Body of the Academy has resolved to charge for the following:

- a) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - i) travel;
  - ii) materials and equipment;
  - iii) non-teaching staff costs;
  - iv) entrance fees;
  - v) insurance costs.
- b) individual tuition in the playing of a musical instrument
- c) re-sits for public examinations where no further preparation has been provided by the Academy
- d) costs of non-prescribed examinations where no further preparation has been provided by the Academy
- e) costs of prescribed examinations where the pupil was not prepared for it at the Academy
- f) costs of prescribed examinations where a pupil fails without good reason (in the Academy's reasonable opinion based on all relevant circumstances) to complete the requirements of any public examination that the Governing Body or LEA originally paid or agreed to pay the entry fee
- g) any other education, transport or examination fee unless charges are specifically prohibited

## **Remissions**

- a) Parents/carers will be charged the full cost of examination entries in the above instances. Please refer to section 5 of the academy's Exams Policy for all fees information.
- b) Breakages and damages will be charged at full cost to the parents and can be pursued as a civil debt. A charge will also apply for the loss or damage to Academy property which is placed under the responsibility of the student and may be taken off the premises.
- c) Other activities detailed above will be charged at full cost.

The authority to remit all or part of the above charges in cases of hardship is delegated to the Headteacher.

## **Voluntary Contributions**

Parents/carers will be invited to make a voluntary contribution for the following:

- a) Trips and activities that take place during school hours;
- b) Board and lodgings on residential visits in school hours, unless the parents/carers are in receipt of relevant benefits entitling them to exemption of these charges.

The terms of any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers:

- a) that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay; and

- b) that registered pupils at the Academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- a) Meet the cost of the proposed trip/activity;
- b) Any excess funds will be paid into the school fund and used to subsidise future trips and activities.

**All charges for income of any nature must be made through the Finance Office. Likewise, all monies received for such income must be paid to the Finance Office.**

Signed: \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_