



Charges and Remissions Policy

Policy Lead:

Principal

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DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

St John's C of E Academy is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of academy trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for academy activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during academy hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for Academy Activities'
- DfE (2017) 'Governance Handbook'
- Our Funding Agreement

Charging for education

We will not charge parents for:

- Admission applications.
- Education provided during academy hours.
- Education provided outside academy hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the academy.
- Examination re-sits, if the pupil is being prepared for the re-sits at the academy.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them

Optional extras

- Music and vocational tuition (in certain circumstances)
- Use of community facilities

Optional extras

We may charge parents for the following optional extras:

- Education provided outside of academy time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy. -Religious education.
 - Examination entry fees where the pupil has not been prepared for the examinations at the academy
 - Transport, other than that arranged by the LA for the pupil to be provided with education
 - Board and lodging for a pupil on a residential visit
 - Extended day services offered to pupils

When calculating the cost of optional extras, the academy will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during academy hours, we will not charge for the cost of alternative provision for those not participating.

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

Examination fees

We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs), but the pupil was not prepared for it at the academy.
- The examination is not on the prescribed list, but the academy arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the fee.

Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the academy or academy activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the academy cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Music tuition

Music tuition is the only exception to the rule that all education provided during academy hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Transport

We will not charge for:

- Transporting registered pupils to or from the academy premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the academy.
- Transport provided for an educational visit.

Residential visits

We will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.
- We may charge for board and lodging – but the charge will not exceed the actual cost.

Education partly during academy hours

If 50 percent or more of the time spent on an activity occurs during academy hours (including time spent travelling if the travel occurs during academy hours), it is deemed to take place during academy hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during academy hours, it is deemed to have taken place outside academy hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education.

Residential visits:

If the number of academy sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

Any charges for extended day services will be optional.

Damaged or lost items

The academy may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request (or be provided with assistance with the costs of activities):

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

To request assistance, parents should contact the academy business manager via the academy office, or by speaking directly to the class teacher.

Monitoring and review

This policy will be reviewed every two years.