



Chargings and Remissions POLICY

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Chargings and Remissions Policy

(Throughout this policy, the term “parents” means all those having parental responsibility for a child.)

This policy should be read in conjunction with the Young People’s Financial Assistance policy and the Pupil Premium Policy.

The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential visits and experience and their personal and social development.

The law states that education provided during academy hours must be free. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in Academy hours by the Academy. No young person may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

If a charge is to be made for a particular type of activity a parent may ask the Academy how the charge has been worked out and who might qualify for help with the cost (or even get it for free).

WHAT THE ACADEMY MAY CHARGE FOR:

The Academy reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- Academy trips and residential in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses; the charge must not exceed the actual cost;
- activities outside Academy hours: the full cost for each young person of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- materials: the cost of materials, books, instruments, equipment or for specified projects, if parents have indicated in advance that they wish to own the final product;
- acts of vandalism and negligence: the Academy reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a young person;
- examination fees: if a young person has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the young person attends for examination;
- charges may be made for either an individual young person or group to play a musical instrument or to sing if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the young person(s);
- if, without a medical certificate explaining the reason, a young person fails to complete examination requirement for any public examination for which the Academy has paid an entry fee, the Academy may seek to recover the fee from parent;
- there may be a charge for examination entry where there is request from the parent for additional subject entries to be made which are not supported by the Academy.

OPTIONAL EXTRAS

The Academy may charge for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of Academy time that is not:
 - a) Part of the National Curriculum;
 - b) Part of a syllabus for a prescribed public examination that the young person is being prepared for at the Academy;
 - c) Part of religious education.
- Examination entry fee(s) if the young person has not been prepared for the examinations(s) at the Academy.
- Transport that is not required to take the young person to Academy or to other premises where the local authority/Academy have arranged for the young person to be provided with education.
- Board and lodging for a young person on a residential visit.

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

VOLUNTARY CONTRIBUTIONS

The Academy may ask for voluntary contributions for the benefit of the academy or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

WHAT THE ACADEMY CANNOT CHARGE FOR

The Academy cannot charge for:

- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the young person is being prepared for at the Academy, or part of religious education;
- tuition for young people learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the young person is being prepared for at the Academy, or part of religious education;
- entry for a prescribed public examination, if the young person has been prepared for it at the Academy;
- Examinations re-sit(s) if the young person is being prepared for the re-sit(s) at the Academy;
- education provided on any visit that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the young person is being prepared for at the Academy, or part of religious education;
- supply teachers to cover for those teachers who are absent from academy accompanying young people on a residential visit;

- transporting young people to other premises where the governing body or local education authority has arranged for young persons to receive education;
- transport that enables a young person to meet an examination requirement where he has been prepared for that examination at the Academy;
- transport provided in connection with an education visit.

REMISSIONS

Where the parent of a young person is in receipt of qualifying state benefit(s), the Academy will remit in the full cost of board and lodging for any residential activity that is organised for the young person and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for public examination.

The Academy may remit charges in full or in part to other parents after considering other specific financial needs. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remissions.

INSURANCE

Any insurance costs will be included in charges made for trips or activities.

ACADEMY MINIBUSES

The Academy has a permit under section 19 of the Transport Act 1985, which allows charges to be made. The Academy is not allowed to make a profit for any purpose by charging for travel in the minibuses but may recover some or all of the costs of running the vehicle, including insurance and loss of value.

FAILURE TO PAY

The Academy reserves the right to ask for debts to the Academy to be paid prior to the release of certificates.

Any failure to pay will result in action under the Academy's Debt Recovery Policy.