

# **Charging and Remissions Policy**

**for**

**Essa Academy**

**and**

**Essa Primary Academy**

Date approved by the Board of Directors- 15<sup>th</sup> April 2016

Date adopted by the Local Governing Body- Summer term 2016

Date for review-March 2019

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Updated by Adele MacGowan-March 2016

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## 1. Introduction

This policy sets out provision in academies which may not be charged for; activities for which permitted charges may be made; circumstances in which voluntary contributions may be requested for some activities; and circumstances in which the remission of charges will be made for some pupils/students in Essa Foundation Academies Trust (EFAT) academies.

This policy complies with Sections 455,456,459 of the Education Act 1996 and the Education (Academy Session and Charges and Remission Policies) (Information) (England) Regulations 1999.

## 2. Activities for which charges may not be made

The academy is not allowed to 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 core academy curriculum.
- Tuition for pupils/students learning to play musical instruments if the tuition is required as part of the core academy curriculum.
- Education provided on any trip that takes place during academy hours.
- Education provided on any trip that takes place outside academy hours if it is part of the core academy curriculum.
- Supply teachers to cover for those teachers who are absent from the academy accompanying pupils/students on a residential trip.
- Transporting registered pupils/students to other premises where the Local Governing Body has arranged for pupils/students to be educated.
- Transport provided in connection with an educational trip.

\*NB- academy hours do not include the break in the middle of the day.

## 3. Voluntary contributions

The academy is permitted to ask for voluntary contributions towards the costs of activities where charging is not permitted (e.g. trips during the academy day).

This may be required because a voluntary contribution from parents/ carers is necessary for the activity to be financially viable. The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents/carers at the planning stage:

- That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay.
- That pupils/students at the academy will not be treated differently whether or not their parents/carers have made any contribution in response to the request.
- That no pupil/student will be left out of a curriculum activity because his/her parents/carer cannot, or will not, make a contribution of any kind.
- The activity may not take place if insufficient contributions are made.

#### **4. Permitted Charges-activities for which charges may be made:**

The academy is permitted to make charges to cover certain costs involved with an academy activity or visit.

Parents/ carers may be asked to meet some or all of the cost of the following activities:

- Board and lodging on residential trips\*.
- The proportionate costs for any pupil/student on activities wholly or mainly outside academy hours (**'optional extras'**) to meet the costs (e.g. travel, materials, insurance etc.).
- Vocal and musical instrumental tuition\*\*.
- Any other education, transport or examinations\*\*\* where no further preparation has been provided by the academy.
- Any other education, transport or examinations fee unless charges are specifically prohibited.
- Breakages, repairs and replacements as a result of damage caused wilfully or negligently by a pupil/student, for example breakages of windows, laboratory equipment, iPads etc. Parents/carers will be charged for the replacement costs of defaced, damaged and lost academy books and materials.
- Ingredients and materials for practical creative subjects. A charge may be made if parents have indicated in advance a wish to own the articles made by their child, i.e. cookery, needlework, woodwork etc.
- Extra-curricular activities and clubs.
- Any extended academy activity.

\* No charge will be made for board and lodgings on residential visits for pupils/students whose parents receive income related support, for example universal tax credit, housing benefits, council tax benefits, personal independent payment (PIP).

\*\*No charge will be made for musical instrument tuition that does not form part of the curriculum or the syllabus for a prescribed public examination for looked after children or for those entitled to free academy meals.

\*\*\* Examinations (secondary). A charge will be made for any examination entry for which the student did not receive tuition in the academy, or for which examination the Local Governing Body has

determined that the student shall not be entered for educational reasons. Re-sits may be charged for if no extra tuition has been given by the academy. Voluntary upgrades of modular examination results will be charged for. If parents seek a re-scrutiny of an examination result, for which the Examination Board makes a charge, this may be passed on to the parents by prior arrangement with the Principal.

Where the academy makes a charge e.g. for a trip or an activity:

- Charges will be made after consultation,
- Charges will be proportionate for each pupil/student and will not exceed the cost of the provision.
- Lessons or activities will not be confirmed until parental/carer agreement has been received.
- Every effort will be made to ensure that all information clearly defines costs and activities as simply and clearly as possible, and is communicated well in advance, to enable families to plan for these charges.

### **5. Remissions of charges for permitted activities**

Where charges are made for permitted activities the charge may be remitted in full or in part for pupils/students whose parents are in receipt of income related benefits or in cases of family hardship.

As far as its resources allow, the academy will support pupils/students and their families to participate in the full range of activities offered as part of the curricular and extra-curricular provision. While each case for support will be reviewed sympathetically, and in full confidence, the academy itself has only limited resources at its disposal, and will seek to use these resources prudently to benefit the greatest number of its pupils/students.

All letters to parents/carers regarding activities where a charge is made for a permitted activity will include a statement inviting those families receiving a relevant benefit or suffering hardship to contact the Principal, or a named member of staff, in confidence giving details of the relevant benefit or situation, if they would like their child to participate. The academy may on occasion need to seek confirmation of the benefits received.

The Principal, Chair of the Local Governing Body and the full Local Governing Body are responsible for authorising the remission of charges in line with the trust's delegation of financial responsibilities and authorities.