



## CHARGING & REMISSIONS POLICY

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# Policy on Charging and Remissions for Academy Activities

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## 1. Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made to pupils for activities in the REAch2 Academy Trust. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 and the November 2013 DfE Guidance on Charging for School Activities which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities which also apply to the Academy Trust as set out in our Funding Agreement with the Secretary of State.

## 2. Circumstances where no Charge is made

**No charge will be made for:**

### Education in School

1. Admission to school for children of compulsory school age.
2. Education provided wholly or mainly (more than 50%) during school hours, including the supply of any materials, books, instruments or other equipment that is a requirement of the entitlement curriculum.
3. Education provided outside school hours if it is part of the national curriculum.
4. Activities that are part of the entitlement curriculum<sup>1</sup> for all pupils, or are part of a prescribed examination syllabus, or part of Religious Education.

### Transport

5. Transporting registered pupils to or from the academy premises, where the local education authority has a statutory obligation to provide transport.
6. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
7. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy.
8. Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

### Residential visits

9. Education provided on any visit that takes place during school hours.
10. Education provided on any visit that takes place outside school hours if it is part of the entitlement curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

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<sup>1</sup> The 'entitlement curriculum' is the learning activities and experiences that the academy will make available to all or any pupil that is provided wholly or mainly during school hours.

## Music Tuition

11. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition has been provided at the request of a pupil's parent or the pupil is looked after by the Local Authority.
12. Children learning to play musical instruments as part of the entitlement curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education;
13. Cost associated with preparing a pupil for an examination<sup>2</sup>.

## Examination Fees

14. Entry for a prescribed public examination if the pupil has been prepared for it at the school<sup>3</sup>.

## 3. Circumstances where the School may charge Parents

### Schools can charge for:

1. Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
2. Optional extras (see Page 3.1)
3. Music and vocal tuition where it has been requested by the parent (see 3.2)
4. Early Years provision beyond the 15 hours of free entitlement (see Page 3.3)

### 3.1. Optional Extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

#### Education

1. Activities that take place wholly or mainly (more than 50%) outside of school time that are not part of the entitlement curriculum, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at the academy and not part of religious education.
2. Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

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<sup>2</sup> The academy does not currently enter pupils for any form of public music examination.

<sup>3</sup> The only public examinations that the academy currently enters pupils for are the Key Stage 2 SATs.

3. Activities which do not form part of the entitlement curriculum and are provided wholly or mainly outside the school hours, such as After School Clubs, Science Night Sleepovers or enrichment activities during residential trips (such as kayaking, abseiling etc)

#### **Transport**

4. Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

#### **Examination Fees**

5. An examination that is independent of the academy curriculum, but the academy arranges for the pupil to take it.

#### **Board and Lodgings**

6. The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging, see page 4).

#### **Costs of Optional Extras**

In calculating the cost of optional extras an amount may be included in relation to:-

- Materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Supply teachers / teaching staff engaged on contracts purely to deliver the optional extra
- The cost of staff employed to provide the tuition

#### **Remissions**

1. Parents whose children are eligible for the free school meals or the Pupil Premium Grant will be exempt from paying the cost of board and lodging of a residential trip.
2. The Governing Body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances. Bursaries are available for parents in receipt of certain benefits who qualify for Free School Meal entitlement. Parents who wish to apply for a bursary should complete a bursary request form for consideration.

## **3.2. Music and Vocal Tuition**

Charges may be made for musical instrument or vocal tuition provided to individual pupils or to a group of pupils if it does not form part of the entitlement curriculum and the tuition is provided at the request of the parent. These charges will be calculated taking account of the direct costs of the tuition (such as salary, equipment hire, books and any resources). Parents

in receipt of free school meals or the Pupil Premium Grant will be entitled to a 50% bursary in respect of these costs.

Parents will be asked to sign an agreement confirming they will insure any musical instruments so they can pay the replacement cost for the item if it is lost/misplaced.

### **3.3. Early Years Provision**

The Academy will be starting to offer full-time nursery places from September 2014 and will charge for any additional childcare over and above the free 15 hours of childcare which parents are entitled to receive. Parents who have successfully applied for a full-time place will be asked to pay for the 18.75 hours of additional childcare (15 hours plus lunchtime) at a cost of £85 per week.

## **4. Voluntary Contributions**

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal academy curriculum. Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution;
- the arrangements for parents entitled to Free School Meals;
- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Requests made for voluntary contributions made in respect of individual pupils will not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

## **5. Supplementary Information**

Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, P.E. Kit, Calculators, and Pens etc.

## **6. Breakages and Damage**

Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.