

## **POLICY TITLE: Charging and Remissions**

### **STATUS: Statutory**

**REVIEWED BY: TEFAT**

**DATE of REVIEW: July 2016**

#### **AIM:**

The aim of our Charging and Remissions Policy is to ensure that, during the academy day, all children have full and free access to a broad and balanced curriculum.

The Academy Day is defined by each individual Academy and is published to parents and guardians.

#### **RELATIONSHIP TO OTHER POLICIES:**

The Academy policy on Charging and Remissions complements the Academy's Equalities Statement and Curriculum policy.

#### **ROLES AND RESPONSIBILITIES**

##### ***The Principal will ensure that:***

- All activities that are a necessary part of the National Curriculum plus Religious Education are provided free of charge. This includes materials, equipment and transport to take students between the Academy and the activity.
- The Academy reserves the right to make a charge for optional extra activities. Where a charge is made, participation will be on the basis of parental choice and a willingness to meet the charges. Such charges will not exceed the actual cost divided by the number of students willing to participate.
- The Academy reserves the right to make a charge for board and lodging on all activities involving residential trips in Academy hours, but will remit this charge where the parent of a student is in receipt of income support (IS), Income-based Jobseeker's Allowance (IBJSA), Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules; the guaranteed element of State Pension.
- The Academy will make a charge for individual music tuition whether within or outside Academy hours where such tuition does not form part of the syllabus and is not required by the National Curriculum
- Voluntary contributions may be sought for any other activity. Where

such activity takes place within Academy hours no student will be excluded because his/her parent has not contributed. However, unless all parents contribute, the activity may not take place for any of the students

- Voluntary contributions may be sought for all consumable material used in Food technology and Art & Design. The Academy may charge for, or require the supply of, ingredients or materials if parents have indicated in advance a wish to own the finished product
- All journeys involving a charge should be costed as precisely as possible – i.e. charges should cover the cost but not aim to make a surplus.
- If there should be a surplus from any journey this will be returned to parents if it exceeds 10% of the cost or £10 ((whichever is the greater). Surpluses below that amount will be retained for use in Academy.

### **ADDITIONAL CONSIDERATIONS**

The Local Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the Local Governing Body will try to adhere to the following guidelines:

- Where possible the Local Governing Body will publish a list of visits (and their approximate cost) at the beginning of the Academy year so that parents can plan ahead
- The Local Governing Body will establish a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- The Local Governing Body acknowledges that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The Resources Committee of the Local Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the Academy's extended services on those children most in need of additional support.

### **MONITORING AND EVALUATION**

- This policy will be evaluated annually by the Resources Committee

**DATE OF NEXT REVIEW: July 2019**