



Charging and Remissions Policy

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CHARGING AND REMISSION POLICY

1. INTRODUCTION

Charging for school activities is regulated by the Education Act 1996 and is explained in the DfE guidance document "Charging for School Activities" published October 2014. The main points of this guidance are that:

- School governing bodies, subject to limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments, or other equipment);
- Schools must ensure that they inform parents/carers on low incomes and in receipt of certain benefits of the support available to them when being asked for contributions towards the cost of school visits.

The detailed guidance as it applies to individual areas is included as relevant below. Charges will be reviewed bi-annually. This policy will be published on the Academy's website.

2. PAYMENT

The academy's policy is for all payments by parents/carers to be made on-line, through the academy's on-line payments system (WisePay). Any exceptions to this must be referred to the Business Office.

Recovery of Charges: any outstanding sums payable by parents/carers are recoverable as a civil debt.

3. EDUCATIONAL VISITS

DfE Guidance

Schools cannot charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Schools can charge for:

- Board and lodging and the charge must not exceed the actual cost. Parents/carers who are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

Voluntary Contributions

Schools can ask for voluntary contributions for the benefit of the school or any school activities. If the activity cannot be funded without voluntary contributions, the school should make this clear to parents/carers at the outset.

If insufficient voluntary contributions are raised to fund a visit, and the school cannot fund it from some other source, then it must be cancelled.

The Academy Policy

In addition to the DfE guidance above:

- As there are a range of free activities available, those activities which are mainly during school hours and for which the academy incurs a cost are deemed to be "optional extras" and therefore the academy will charge for them.
- Where an educational visit is mainly during school hours, letters will include wording such as:

"As this visit takes place wholly (or mainly) in school time it is necessary to ask for a voluntary contribution of £..... per student. There is no obligation to contribute and no student will be omitted from the visit because they do not pay or do not pay in full. However, the visit cannot go ahead if the academy does not receive sufficient parental contributions by"
- In addition, where the family receives certain benefits as listed in the DfE guidance, these charges may be reduced or waived on application.
- Any agreement to reduce or waive charges will be agreed by the Vice Principal

4. MUSIC TUITION

DfE Guidance

Charges may be made for vocal or instrumental tuition, provided that the tuition is provided at the request of the student's parent.

Charges may not be made:

- for students who are looked after by a Local Authority;
- if the teaching is an essential part of the national curriculum.

The Academy Policy

Costs for music tuition undertaken by students are to be met by parents/carers apart from students who are in receipt of Pupil Premium or Pupil Premium plus.

5. EXAMINATION FEES

DfE Guidance

An examination entry fee may be charged to parents/carers if:

- the student was not prepared for the examination at the school;
- a student fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.

This guidance applies to both initial examination fees and re-sits.

The Academy Policy

The Academy will charge for examination fees in accordance with the DfE guidance. In addition, where the family receives certain benefits as listed in the DfE guidance, these charges may be reduced or waived on application.

6. MISCELLANEOUS ITEMS

DfE Guidance

Schools cannot charge for education provided during school hours (including the supply of materials and equipment).

Schools can charge for materials and equipment where the student's parent wishes him/her to own them.

The Academy Policy

IPads

- Where iPads are made available to students for use outside school hours, parents/carers will be asked to contribute £60 per academic year for use of the iPad. Where the student is in receipt of Pupil Premium or Pupil Premium Plus, the annual contribution charge will be waived.
- On leaving the Academy (at the end of the 3 year rental term), all students may, on request, purchase the iPad at the residual value, which takes into account the original purchase price and contributions already made. The Academy does not make a profit from this scheme.

Faculty Charges

In accordance with the guidance, Faculties may charge for materials and equipment only where a student wishes to own the item. The charge must only cover the actual costs and where appropriate an administration fee and the VAT.

We request a voluntary contribution to maintain the quality of product produced which covers Design Technology and Food Technology. This sum contributes towards the cost of materials and ingredients. This charge is made on the basis that students take home the finished products.

• Student Lockers

Lockers are available to students on a first come first served basis through a company called 'Independent Locker Solutions' for an annual cost of £22.00. The lockers are not maintained or owned by the Academy.

Bus passes

Bus passes for students outside of the 3 mile radius but in catchment are provided free by Derbyshire County Council. Any replacement bus passes must be ordered from reception and the cost is £5.

Lanyards/ID Cards

Replacement lanyards and ID cards are charged as below:

Lanyard	-	£1.00
Plastic wallet	-	£1.00
ID card	-	£1.50
Complete set	-	£3.50

• Other Sales

Various other items may be purchased by students (e.g. items of stationery are available from the Stationery Shop, photographs, year books, sweatshirts for a particular event or visit, etc. may be available for purchase). Charges must only cover the actual cost and where appropriate an administration fee and VAT.

• Academy Publications:

Parental/external requests for academy publications will be charged at the actual cost of reprographics plus an administration charge.

• Photocopying

For private copying, staff and students will be charged:

- Black and white:
 - A4: 5p per side

- A3: 10p per side;
- Colour copying:
 - A4: 10p per side;
 - A3: 20p per side.

7. COMMUNITY FACILITIES

DfE Guidance

Schools are allowed to charge for community facilities.

The Academy Policy

Charges for the letting of the academy facilities are reviewed annually. These costs must cover the cost to the academy of opening, heating, cleaning and supervision of the buildings.