

Charging & Remissions Policy



Review Date:

February 2023

Ratified:

2 February 2023

Next Review:

February 2024

Responsible Directorate

Finance

Our Vision



Transforming Lives of our learners

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of our colleagues

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives in the communities we serve

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

**Commitment
to Education**

**Transparency
and Integrity**

**Innovation and
Improvement**

**Dedication to
Inclusivity**

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

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1 | Admissions

- 1.1 The academy **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

2 | Education Provided During School Hours

- 2.1 Subject to the limited exceptions outlined in this policy, the academy **does not** charge for education provided during school hours, including the supply of any materials, books, instruments, or equipment.

3 | Education Provided Outside of School Hours

- 3.1 **No charge** will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education.

4 | School Meals

- 4.1 The academy **does not** charge for school meals where the pupil is eligible for free school meals.
- 4.2 Pupils who are not entitled to free school meals will be charged. School meals are charged at £2:41 per day for a 'Meal Deal'. Students can opt to purchase other items of food if required.

5 | Prescribed Public Examinations

- 5.1 The academy **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.
- 5.2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy **may** seek to recover the fee from the pupil's parent/carer.

6 | Materials, Books, Instruments or Equipment

- 6.1 The academy **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- 6.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

7 | Music, Instrumental, or Vocal Tuition

- 7.1 The academy may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.
- 7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.
- 7.3 No charge will be made if the tuition is:
- Provided to a pupil who is looked after by the local authority
 - Provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed examination for which the pupil is being prepared by the academy

8 | Transport

- 8.1 The academy does not charge for:
- Transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport
 - Transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
 - Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the academy
 - Transport provided in connection with an educational visit

9 | Residential Visits

9.1 The academy does not 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 pupil is being prepared for by the academy or is part of religious education
- Supply teachers to cover for those teachers who are accompanying pupils on a residential visit

9.2 The academy **will** charge for board and lodging relating to residential visits (see [Section 10](#)).

10 | Optional Extras

10.1 The academy may charge for some optional extras. Such charges may be subsidised, or even fully funded for some students, for example those qualifying for Pupil Premium.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet any charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

10.3 Optional extras include:

- Education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education
- Examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy
- Other transport (outside of that outlined in section 8)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

10.4 In calculating the cost of an optional extra an amount **will** be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

11 | Voluntary Contributions

11.1 The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.

11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Principal will ensure that parents/carers are made aware at the outset that:

- The activity cannot be funded without voluntary contributions
- There is no obligation to make any contribution
- If insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled

11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12 | Refunds

12.1 Requests for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.

12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.

- 12.3 The academy reserves the right to not refund costs where a pupil is withdrawn from an activity by the academy due to the pupil's breach of the academy's *Behaviour Policy*.

13 | Damage to Property, Breakages and loss of academy equipment

- 13.1 Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy **may** charge those responsible for some or all of the cost of repair or replacement.
- 13.2 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy **may** charge those responsible for some or all of the cost.
- 13.3 Where academy equipment has been loaned to pupils as part of home learning and is not returned or lost, a nominal charge **may** be made to cover the cost of replacement.

14 | Remissions

- 14.1 Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):
- Income Support
 - Income based Job-seekers Allowance
 - Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
 - Support under part VI of the *Immigration and Asylum Act (1999)*
 - Guaranteed Element of State Pension Credit
 - Working Tax Credit run-on
 - Income related employment and support allowance
 - Universal Credit

15 | Complaints

- 15.1 Complaints regarding this policy or its application should be raised under the academy's usual *Complaints Procedure*.

2022-04-FI