

Stanchester Academy **Charging & Remissions Policy**

OBJECTIVES

- To ensure that activities offered in school time should be available to all students for whom the activities are appropriate, regardless of their parents' or carer's ability or willingness to help meet the cost.
- To determine and identify those aspects of schooling for which charges may be levied.
- To understand under what circumstances charges will be waived/subsidised for parents or carers.
- To ensure that sufficient voluntary contributions are received to support any activity organised by the school either during or outside school hours.
- To ensure charges for activities will not exceed the cost to the school.
- To ensure that the operation of the policy is reviewed at least every three years.

CHARGING POLICY

No charges will be made for the following:

- an admission application;
- education provided during school hours;
- education provided 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;
- instrumental or vocal tuition, for student's learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- entry for a prescribed public examination, if the student has been prepared for it at the school; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

The school can make a charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition provided at the request of the students parent; and
- board and lodging on residential trips.

All activities offered during school hours will be made available to all students, regardless of the ability or willingness of their parents or carers to make contributions. However, where voluntary contributions are requested, an activity may not take place if insufficient contributions are received.

Policy Document**Optional extras**

Charges may be made for some activities that are known as 'optional extras'.

- Education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - c) part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school or where the child's parent has requested an additional examination that otherwise would not have been provided by the school.
- Transport (other than transport that is required to take the student to school or to other premises where the governing body have arranged for the student to be provided with education);
- Board and lodging for a student on a residential visit;
- Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

Surplus Funds

No educational activities will be approved to run at a profit. Any surplus funds will be returned to the students over the sum of £10.00 per student.

Breakages/Damage

The school has the right to ask a student's parents or carers to pay for the cost of breakages or damage to books, equipment, property or other articles, where the breakage or damage is a result of a student's misbehaviour or deliberate misuse.

Voluntary contributions

The school may request voluntary contributions, in accordance with guidance to schools, from parents or carers for certain activities for which a direct charge is not permitted. Any such request should make it clear that contributions are voluntary and children of parents who do not contribute will not be treated any differently. However, if the contributions received are insufficient, the activity may be cancelled.

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Voluntary contributions may be requested to cover:

- the costs directly incurred by the school in connection with the activity;
- the costs incurred by the school in administering arrangements for the activity, and facilitating the activity taking place;
- the costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity; and
- the costs of consumable items used in connection with any activity, where the finished product is available for students to consume or take home.

Remission of charges

The Principal has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated in confidence.

Parents or carers in receipt of the following benefits can ask the school for help with the activity:

- Income Support.
- Income-based Job Seekers Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax credit, providing the Working tax credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,105 (financial year 19/20).
- The guarantee element of the state pension.
- Income related employment and support allowance if you are unable to work due to sickness.