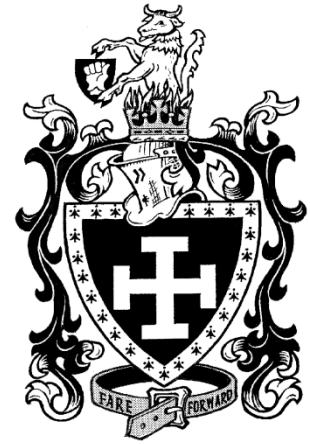


# **Buckler's Mead Academy**



## **Policy Document**

# **CHARGING AND REMISSIONS POLICY**

Policy Title:	Charging and Remissions Policy
Responsible Person:	Business Manager / Matt Wood
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<p><b><i>Please note: The version of this document contained within the 'Policy Documents' Folder on BMStaff (T:\Admin\Policies and Procedures) is the only version that is maintained.</i></b></p>	

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## 1. Aims

Our Academy aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for Academy activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for Academy activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## 3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The Board of Directors

The Board of Directors has overall responsibility for approving the charging and remissions policy.

The Board of Directors also has overall responsibility for monitoring the implementation of this policy.

### 4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

#### **4.4 Parents**

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

### **5. Where charges cannot be made**

Below we set out **what the Academy cannot charge for**:

#### **5.1 Education**

- Admission applications
- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside Academy hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the Academy
  - Religious education
- Instrumental or vocal tuition, for students 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 Academy
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy

#### **5.2 Transport**

- Transporting registered students to or from the Academy premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Board of Directors or Local Authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the Academy
- Transport provided in connection with an educational visit

#### **5.3 Residential visits**

- Education provided on any visit that takes place during Academy hours
- Education provided on any visit that takes place outside Academy hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the Academy
  - Religious education
- Supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit

## 6. Where charges can be made

Below we set out **what the Academy can charge for**.

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the Academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of Academy time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the Academy
  - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy
- Transport (other than transport that is required to take the student to Academy or to other premises where the Local Authority/Board of Directors has 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 (such as breakfast clubs, after-Academy clubs, tea and supervised homework sessions)

When 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 (including 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

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during Academy hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 Music tuition**

The Academy can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a student who is looked after by a Local Authority

### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **6.5 Damage to Academy property**

Parents are expected to pay some or all of the costs for repair or replacement of Academy property. If a student wilfully damages Academy property, parents will be informed of their child's actions and an invoice will be sent to cover some or all of the costs.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the Academy is able to ask for voluntary contributions from parents to fund activities during Academy hours which would not otherwise be possible.

Some activities for which the Academy may ask parents for voluntary contributions include:

- Academy trips
- Sporting activities
- Purchase of specialist materials

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.** If the Academy is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Activities this Academy charges for**

The Academy will charge for the following activities:

- Breakfast club – based on the cost to cover food supplied only
- After school club – based on the cost to cover resources only

For regular activities, the charges for each activity will be determined by the Board of Directors and reviewed each year. Parents will be informed of the charges for the coming year in the autumn term.

## 9. Remissions

In some circumstances the Academy may not charge the full cost of items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Board of Directors and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the full cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

## 10. Monitoring arrangements

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Senior Leadership Team every year. At every review, the policy will also be approved by the Board of Directors.