### Charging and Remissions Policy

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<th>Issue No</th>
<th>Author/Owner</th>
<th>Date Written</th>
<th>To Governors</th>
<th>Date Approved</th>
<th>Comments</th>
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<tr>
<td>1</td>
<td>Local Authority</td>
<td>Sept</td>
<td>April 2019</td>
<td>April 2019</td>
<td>Review 2020</td>
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Purpose

We believe that: All our pupils should have an equal opportunity to benefit from academy activities and visits [curricular and extra-curricular] independent of their parents 'financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Roles and responsibilities of Principal, other staff, governors

The Principal, staff and governors will ensure that the following applies:

1) No charges will be made for

   a. education provided during academy hours [including the supply of any materials, books, instruments or other equipment]; except cost of ingredients in Food Technology.
   b. education provided outside academy hours if it is part of the Curriculum, or part of the academy's basic curriculum for religious education;
   c. tuition for pupils learning to play musical instruments [or singing] if the tuition is required as part of the Curriculum;
   d. education provided on any trip that takes place during academy hours;
   e. education provided on any trip that takes place outside academy hours if it is part of the Curriculum, or part of the academy's basic curriculum for religious education;
   f. supply teachers to cover for those teachers who are absent from academy accompanying pupils on a residential trip;
   g. transport provided in connection with an educational trip.

2) Activities for which charges may be made

   a. Activities outside academy hours
      Non-residential activities [other than those listed in 1 above] which take place outside academy hours, but only if the majority of the time spent on that activity takes place outside academy hours [time spent on travel counts in this calculation if the travel itself occurs during academy hours].
   b. Residential activities
      Board and lodging costs [but only those costs] of residential trips deemed to take place during academy time. However, pupils whose parents are in receipt of certain benefits [see point 3 below] may not be charged for board and lodging costs. Residential trips deemed to take place outside academy time [other than for those activities listed in 1 above].

Is a residential trip in or out of academy time?

If the number of academy sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during academy hours [even if some activities take place late in the evening]. Whatever the starting and finishing times of the academy day, regulations require that the academy day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day. When any trip is arranged parents will be notified of the policy for allocating places.

c. Music tuition

d. Music tuition for individuals or groups of up to four pupils.

e. Voluntary Payments
   Voluntary payments will be sought for activities such as day trips. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay.

Where necessary, voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying teachers. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay.
Charges will be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for [with the exception of board and lodging for residential trips] are regarded as "optional extras". Charges will not exceed the actual cost [per pupil] of provision.

<table>
<thead>
<tr>
<th>Activity or thing which will or may be charged for</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Charges may be made for any materials, books, instruments or equipment where a parent wishes their child to own them.</td>
<td>For example, a clay model -charge to cover the cost of the clay.</td>
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<tr>
<td>Charges may be made for music tuition</td>
<td>The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils</td>
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<tr>
<td>Scrutiny of exam results at parents' request.</td>
<td>Parents to pay all charges.</td>
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<tr>
<td>Exam entry for prescribed exam for which pupils have not been prepared by academy</td>
<td>Parents to pay all charges.</td>
</tr>
<tr>
<td>Entry for an exam which is not on prescribed list where preparation takes place outside academy hours.</td>
<td>A charge will be made.</td>
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<tr>
<td>Recovery of wasted exam fees.</td>
<td>Parents to be charged.</td>
</tr>
<tr>
<td>Charges will be made for the board and lodging component of residential trips.</td>
<td>The charge will not exceed the actual cost.</td>
</tr>
<tr>
<td>Academy minibus</td>
<td>The minibus has Section 19 Permits and therefore charges can be made to cover permissible costs under the regulations</td>
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<tr>
<td>Clubs</td>
<td>Delivered by third parties only.</td>
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**Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.
Category A

Parents in receipt of:

> Income Support
> Income-based Jobseekers Allowance
> Support under part VI of the Immigration and Asylum Act 1999
> Universal Credit, provided that Working Tax Credit is not also received and the family's income [as assessed by HM Revenue and Customs] does not exceed the sum given in the Revenue and Customs rules
> Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances.

Additional considerations

The 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 we will try to adhere to the following guidelines:

> All trips will be published at least one month in advance;
> We have established a system for parents to pay in instalments;
> We acknowledge 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 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.