

Charging and Remissions Policy

April 2021

Date Approved:	April 2021	Review Date:	April 2022	Approved by:	The Trust Board
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1. Scope

- 1.1. This policy applies to all staff and students of Fareham Academy ("the Academy").

2. Context

- 2.1. The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential visits and experiences of other environments, can make towards students' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a student).
- 2.2. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.
- 2.3. This policy sets out any circumstances in which the Academy proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

3. Aims

- 3.1. The aims of this policy are:
 - to ensure that all staff and parents are aware of the charging policy
 - to make the programme of activities and trips accessible to as many students as possible
- 3.2. The Academy must ensure that it informs parents on low incomes and in receipt of benefits of the potential support available to them when being asked for contributions towards the cost of Academy visits.

4. Statutory Position

- 4.1. The legislation governing the charging for Academy activities is set out in the Education Act 1996: Sections 449–462. The Academy is required to comply with this law through a provision in its Funding Agreement.

5. What the Academy May Charge For

- 5.1. The Academy reserves the right to make a charge in the following circumstances for activities organised by the Academy:
 - 5.1.1. Academy trips and residentials in Academy hours: the board and lodging element of the residential experience unless the student's parents are receiving certain benefits; the charge will not exceed the actual cost;
 - 5.1.2. Activities outside Academy hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, providing the activities are not part of the National Curriculum or religious education (where no charge can be made for the cost of education or travel) or part of the syllabus for a public examination. The activities would be deemed to be optional extras. The remissions policy would apply to students' whose parents are receiving certain benefits;
 - 5.1.3. Materials: the cost of materials, books, instruments, or equipment or for specified

projects, if parents have indicated in advance that they wish to own the final product;

- 5.1.4. Acts of vandalism and negligence: the Trust Board reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- 5.1.5. Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination;
- 5.1.6. Examination fees: if the examination is on the set list but the student was not prepared for it at the Academy; the examination is not on the set list but the Academy arranges for the student to take it; or a student fails without good reason to complete the requirements of any public examination where the Academy Trust originally paid or agreed to pay the entry fee;
- 5.1.7. Music and vocal tuition (see below);
- 5.1.8. Community facilities such as swimming pool sessions or out of hours childcare.

5.2. Examination Entry

- 5.2.1. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy Trust may seek to recover the fee from a parent.
- 5.2.2. There may be a charge for examination entry where there is request from the parent for additional subject entries to be made which are not supported by the Academy.

5.3. Academy Hours on visits

- 5.3.1. If 50% or more of the time spent on an activity occurs during Academy hours it is deemed to take place in Academy hours. Time spent on travel counts in this calculation if the travel itself occurs during Academy hours. Academy hours do not include the break in the middle of the day.
- 5.3.2. If the number of Academy sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit 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 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.
- 5.3.3. Example 1: Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 academy sessions, so the visit is deemed to have taken place during academy hours.
- 5.3.4. Example 2: Students are away from academy from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 academy sessions, so the visit is deemed to have taken place outside academy hours.

5.4. Optional Extras

5.4.1. The Academy may charge for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of Academy 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 Academy
 - c) part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy.
- Transport that is not required to take the student to the Academy or to other premises where the Academy Trust 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions.)

5.4.2. 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.

5.4.3. Any charge made in respect of an individual student will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The charge will not include an element of subsidiary for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. If the activity takes place during Academy hours the charge will not include the cost of alternative provision for students who do not wish to participate i.e. no charge will be made for supply teachers to cover for teachers who are absent from the Academy accompanying students on a residential visit.

5.4.4. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

5.5. Music Tuition

5.5.1. The Academy is able to charge for tuition in playing a musical instrument, including vocal tuition. The Academy will not charge for the tuition unless the tuition is provided at the request of the pupil's parent. The charge will not exceed the cost of the provision including the cost of staff that are providing the tuition.

5.5.2. Charging will not be made where the lessons are an essential part of the National Curriculum and/or the student is looked after by the Local Authority.

5.6. Voluntary Contributions

5.6.1. The Academy may ask for voluntary contributions for the benefit of the Academy or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

5.6.2. The Academy supports the view that no child should be excluded from an activity that is part of the national curriculum simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the academy cannot fund it from some other source, then it will be cancelled. The Academy will ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The Academy will make it clear to parents at the outset what their policy for allocating places on Academy visits will be.

6. What the Academy Cannot Charge For

6.1. The Academy cannot charge for:

6.1.1. An admission application to the Academy Trust;

6.1.2. Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment);

6.1.3. Education or the cost of travel taking place largely during Academy hours or provided outside of Academy 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 Academy, or part of religious education;

6.1.4. Instrumental or vocal tuition unless provided at request of the parent;

6.1.5. Entry for a prescribed public examination, if the student has been prepared for it at the Academy;

6.1.6. Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy;

6.1.7. Education provided on any visit that takes place during Academy hours;

6.1.8. Education provided on any visit that takes place outside Academy 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 Academy, or part of religious education;

- 6.1.9. Supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit
- 6.1.10. Transporting students to or from the Academy premises, where the local education authority has a statutory obligation to provide transport
- 6.1.11. Transporting students to other premises where the Trust Board or local education authority has arranged for students to be educated
- 6.1.12. Transport that enables a student to meet an examination requirement when he has been prepared for that examination at the Academy
- 6.1.13. Transport provided in connection with an educational visit.

7. Remissions

- 7.1. The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher of the Academy will authorise remission in consultation with the Academy Trust.
- 7.2. When the Academy informs parents about a forthcoming visit, they will make it clear that parents who can prove they are in receipt of benefits under current government legislation will be exempt from paying the cost of board and lodging.

8. Insurance

- 8.1. Any insurance costs will be included in charges made for trips or activities.

9. Roles and Responsibilities

- 9.1. The Academy Trust Board is responsible for ensuring that the Academy complies with legislation, and that this policy and any related procedures and action plans are implemented.
- 9.2. The Headteacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action.