

Impact Education Trust Wide Policy

Charging and Remissions Policy

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Charging and Remissions Policy

Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for activities in schools maintained by local authorities in England. Academies (including free Academies, studio Academies and university technical colleges) are required through their funding agreements to comply with the law on charging for Academy activities.

This policy incorporates DfE advice document 'Charging for School activities' 2018, and accurately reflects the advice of the Education Act 1996.

1 Admissions

There is no charge for admissions.

2 School meals

There is no charge for pupils who are entitled to free school meals as determined from time to time by the Local Authority and communicated in writing to the Academies, or to pupils aged 6 and under who are entitled to infant free school meals.

Pupils who are not entitled to free school meals will be charged the advertised price for all food and drink items purchased at the Academies.

3 Public examinations

There is no charge for examinations that are part of the curriculum and on the Academy's set examinations list, or where children have been prepared for the examinations by the Academy.

However, if a pupil fails without good reason to meet an examination requirement, the Academy may recover the fee incurred from that pupil's parents. These principles apply equally to re-sits.

4 Activities that take place during Academy hours

(Note: this does not include the break in the middle of the Academy day ie. lunchtime)

- There is no charge for education or any activities during Academy hours with the exception of music tuition (section 8).
- There is no charge for transport during Academy hours to Academy-organised activities.
- Charges may be made for books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge) for example, revision guides and technology ingredients.
- optional extras (section 5)
- music or vocal tuition (section 8).

5 Activities that take place outside of Academy hours (non-residential)

There is no charge for activities that take place outside of Academy hours when they are:

- part of the set curriculum, including sports matches against other institutions
- part of the syllabus for a public examination that the pupil is being prepared for by the Academy
- part of the Academy's basic curriculum for religious education.

Optional extras: The Academy may charge for optional extras. 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 pupil is being prepared for at the Academy c) part of religious education
- examination entry fees if the registered pupil has not been prepared for the examination at the Academy.
- transport that is not taking the pupil to Academy or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils, for example breakfast clubs.

The cost of optional extras: In each Academy the headteacher will decide when it is necessary to charge for optional extras. The level of charge will be determined as each case merits and will be clearly communicated to parents. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Under no circumstances will a subsidy be charged to some pupils' parents to reduce or offset the cost charged to other pupils' parents. 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
- teaching and non-teaching staff directly and solely engaged under contracts for services purely to provide an optional extra.
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The Academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6 Activities that take place partly during Academy hours either on or off site

Where the majority of a non-residential activity takes place during Academy hours the charging of the activity will be the same as is outlined in section 4. Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of Academy hours any charge applied will not include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a visit.

Parental agreement and a willingness to pay an optional charge will always be a pre-requisite for the provision of that optional extra. In this case the charging of the activity will be the same as is outlined in section 5.

7 Residential activities

There will be no charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education
- supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within Academy hours
- residential activities that take place during Academy hours.

Charges may be made for:

Board and lodging.

When any visit has been organised by the Academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. This could be anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during Academy hours or not. The charge per pupil will not exceed the actual cost per pupil.

Travel

Travel charges may apply when the residential activity takes place outside of Academy hours. The amount charged will be calculated to cover the unit cost per pupil.

Activities

The Academy may charge for residential activities that fall outside of Academy hours (see section 5).

8 Music tuition within Academy hours

Academies within IMPACT Education MAT follows government legislation that states that all education provided during Academy hours must be free.

However, music lessons are an exception to this rule – The Charges for Music Tuition Regulations 2007.

Charges may be made if the teaching is provided at the request of parents and delivered by specialist tutors to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a

musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The Academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. Nor if the child is looked after by a Local Authority.

9 Community facilities

Local Governing Bodies are responsible for the setting of charges and conditions of hire for letting out various areas of their Academy (eg sports pitches, room hire, swimming pool hire). Charges must cover the costs associated with this activity and where appropriate VAT should be charged. Relevant schedules of charges can be found on the individual Academy's websites

10 Damage to property and breakages

Where Academy property has been wilfully damaged by a student or parent the Academy may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the Academy has been charged, the Academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

11 Remissions and concessions

The Academy will give consideration to the remission of charges to parents or carers whose children receive Free Academy Meals and/or receive the following support payments:

- Universal Credit in prescribed circumstances
- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

IMPACT Education MAT Academies will not charge for board and lodging for residential visits for any pupil whose parent(s) meet the FSM criteria outlined above.

Parents who are eligible for the remission of charges will be dealt with confidentially. The headteacher and chair of governors will authorise the remission of charges. The Academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

12 Voluntary contributions

Academies may ask for voluntary contributions to the Academy for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and Academies will in no way pressure parents to make a contribution. To support parents the Local Governing Body may wish to agree an upper limit to the amount of voluntary contributions asked for (relative to the type of activity). This will be published here if this is the case.

13 Inability or unwillingness to pay

IMPACT Education MAT is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.