



Policy/Author: Charging and Remissions
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Headteacher

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Chair of Trustees



1 Admissions

The academy **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part of its admissions process.

2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the academy **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education.

4 School meals

4.1 The academy **does not** charge for school meals where the pupil is eligible for free school meals.

4.2 Pupils who are not entitled to free school meals **will** be charged.

5 Prescribed public examinations

5.1 The academy **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.

5.2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy **may** seek to recover the fee from the pupil's parent/carer.

5.3 Parents can be asked to pay for re-sits where the pupil has passed the exam, but the parent feels they could achieve a higher grade – PLEASE NOTE HOWEVER – current legislation counts the first grade only.

6 Materials, books, instruments or equipment , Catering and Technology finished products

6.1 The academy **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

6.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.



- 6.3 Pupils can be asked to make a contribution towards the cost of ingredients, or bring the ingredients to lesson for food technology. Pupils can take home dishes prepared.
- 6.4 Where parents have expressed a wish in advance to have a finished product made at school (e.g. in D&T, craft, art or food) a charge can be made at cost price. The parents will be informed of the cost for the product in advance.

7 Music, instrumental or vocal tuition and swimming

- 7.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 7.2 In addition, music lessons to individuals or small groups is provided free of charge to any child who expresses an interest. School has several bands and ensemble groups in which they can participate at no additional cost.
- 7.3 The school organises swimming lessons for all Year 7 +8 pupils. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these are to take place.

8 Transport

- 8.1 The academy **does not** charge for:
- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport
 - transporting pupils to other premises where the trustees or local authority has arranged for pupils to be educated
 - transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the academy
 - transport provided in connection with an educational visit
 - We do not charge pupils if they are transported in the minibus to an extra-curricular local sporting fixture or trip that supports normal lesson time.
 - Should the minibus be used for enrichment trips, the charges applied will only cover the expenses of the trip and not make a profit.

9 Residential visits

- 9.1 The academy **does not** charge for:
- education provided on any visit that takes place during school hours



- education provided on any visit that takes place outside school 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 by the academy or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

9.2 The academy **will** charge for board and lodging relating to residential visits (see **section 10**).

10 Optional extras

10.1 The academy **does** charge for 'optional extras'.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy
- other transport (outside of that outlined in **section 8**)
- board and lodging for a pupil on a residential visit

10.4 In calculating the cost of an optional extra an amount **will** 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, which includes supply teachers engaged specifically to provide the optional extra



- 10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge

11 Voluntary contributions

- 11.1 The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.
- 11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Head Teacher will ensure that parents/carers are made aware at the outset that:
- the activity cannot be funded without voluntary contributions
 - there is no obligation to make any contribution
 - if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled
- 11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12 Refunds

- 12.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.
- 12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head Teacher. If approved, refunds will be processed via the original method of payment.
- 12.3 The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

13 Damage to property and breakages

- 13.1 Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy **may** charge those responsible for some or all of the cost of repair or replacement.
- 13.2 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy **may** charge those responsible for some or all of the cost.



14 Remissions

14.1 Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit – if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits)

15 Uniform

School sells uniform - blazers, jumpers, trousers, skirts, ties and full PE kit direct to pupils and parents. The cost of the uniform is carefully monitored to provide parents with value for money and is not intended to create excessive school profit.

16 Complaints

Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.