



Policy Documents Control Sheet

Document Title:	Charging & Remission Policy
Policy Version:	Final
Policy Author:	Stacey Bull
Ratified by:	Academy Council
Date Ratified:	January 2020
Review Cycle:	Biennially
Review Date:	January 2022

Policy Validity Statement

This policy is due for review by the date shown above, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document.

CONTENTS

1.	Aims	p.3
2.	Legislation & Guidance	p.3
3.	Definitions	p.3
4.	Introduction	p.3
5.	Roles & Responsibilities	p.4
6.	Charging	p.4
7.	Remissions	p.6
8.	Monitoring, Evaluation & Review	p.7

The Sir Robert Woodard Academy

Charging and Remission Policy

1. Aims

The 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 school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Introduction

The Sir Robert Woodard Academy is committed to providing a wide range of activities for all students to enhance their time at the Academy. These activities may take place during, before, or after the usual academy day. The timing of the activity, alongside the purpose, affects the application of the Charging Policy.

We recognise the valuable contribution that a wide range of additional activities, including clubs, school trips, residential activities, community and cultural experiences can make towards a young person's educational experience and their personal and social development. We aim to support the activities of all SRWA students by making clear what things might be charged for, and what arrangements are available for financial support.

The Charging and Remissions Policy aims to promote full involvement of all students in academy life, regardless of their ability to pay.

5. Roles and Responsibilities

The Academy Council have established this policy in line with local and national guidelines, and oversee its implementation in the event of a complaint.

The Principal ensures the day to day application of the policy for all school activities, ensuring equality of access to activities for all students.

The Head of Operations has responsibility to administer school funds and to oversee all payments made by parents and carers for their child's activities, ensuring that monies are appropriately handled, accurate records are kept and receipts provided.

Teachers and support staff will work within the Charging Policy when establishing the costs of visits and activities. Staff are responsible for implementing the Charging and Remissions Policy consistently and for notifying the Head of Operations if there are specific circumstances where they are not sure if the policy applies.

Staff involved in collecting monies for visits and keeping records will be aware of the working of the Charging Policy to ensure their actions are in line with the policy.

Parents and carers need to be conversant with the Charging Policy, especially if they are unable to pay for their child's additional activities.

Students benefit individually from the application of this policy.

6. Charging

Schools cannot charge for education during school hours, including any core materials, books, instruments or other equipment which remains the property of the Academy. They also cannot charge for **education** provided on any visit that takes place during school hours, outside school hours if it is part of the National Curriculum, religious education or the syllabus for a public examination. Schools can charge for board and lodging. The charge must not exceed the actual cost.

Schools can charge for "optional extras". This includes transport, board and lodging for residential visits and extended day services (for example breakfast clubs). A list of current optional extras is detailed below, although this list may be amended during the review period of this policy:

Optional Extras

- **Trips and residentials:** the board and lodging element of any residential experience, outdoor pursuit courses and non-curriculum activities. Examples of optional extra residential experiences and trips include, but not limited to, Performing Arts Tour; Year 7 Camp; Ski Trip; African Adventures and visits to theme parks;
- **Activities outside academy hours:** the full cost of school activity, including transport, admissions, overnight stays and insurance for all activities that take

place outside of core school hours, for example, Duke of Edinburgh award scheme, prom etc.

- **Transport costs:** transport costs associated with non-curriculum activities will be charged at cost only. No charge will be made for transport that is required to take the student to alternative premises where the alternative provision of education has been agreed by the Academy Council (e.g. college placements);
- **Extended day services:** the full cost of services such as breakfast club, homework club, summer school where appropriate;
- **Materials:** the cost of non-core materials or ingredients for design technology, art, photography, textiles, graphics and food technology, if the student/parent wish to own the final product;
- **Revision guides and resources:** if a student wishes to own their own revision guides or resources then these can usually be purchased through the Academy at a significantly reduced price available to schools;
- **Education provided outside of the usual academy day:** that is not part of the national curriculum or in support of a prescribed public examination that is being prepared for at the Academy
- **Acts of vandalism and negligence:** the Academy Council will seek to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- **Lost/damaged library books:** the full replacement cost of lost or damaged library books will be charged to the parent/carer;
- **Examination fees (prescribed):** 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. Additionally, the entry fee of the examination may be requested if, without a medical certificate to explain the reason, a student fails to attend an examination;
- **Examination fees (additional):** There may be a charge for an examination entry fee where there is a request from the parent for additional subject entries to be made, which are not supported by the Academy;
- **Examination fees (remarks/resit):** There may be a charge where a parent or student requests that an examination paper is re-marked, which is not supported by the Academy;
- **Year book and/or leavers t-shirt/hoody:** The cost of these goods will be passed on to the student at cost only
- **Shuttle minibus to/from Shoreham:** This is an optional, temporary, service run for Year 7 students only for which there is a charge, subsidised by the Academy, and no profits will be made.

In calculating the cost of optional extras, an amount may be included in relation to:

- materials, books or equipment;
- the cost of buildings and accommodation;
- the cost of non-teaching staff supporting the activity
- the cost of teaching or supply staff specifically engaged to provide services for the optional extra

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. No charges will include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay.

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.

Music Tuition

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 that provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a child who is looked after by a local authority.

Voluntary Contributions

Nothing in legislation prevents the Academy Council from inviting parents/carers to make voluntary contributions for the benefit of the school or for school activities. The Academy will make it clear that there is no obligation to make a contribution and, if the activity cannot be funded without voluntary contributions, this will be made clear at the outset. In the case of a trip/visit, if insufficient contributions are received and the trip is cancelled, then all payments received will be refunded.

Insurance

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

7. Remissions

Where the parent/carer of a student is in receipt of qualifying state benefits, as detailed below, the Academy Council may remit up to the full cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination. Current qualifying benefits are:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit

- Child Tax Credit (providing that Working Tax Credit is not also received and the family gross income does not exceed £16,190)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for WTC)
- 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)

The Academy may also remit charges in part or in full to other parents/carers with exceptional cases of financial difficulties or family hardship. Parents/carers should apply, in the strictest confidence, directly to the Principal.

Disadvantaged Students

The Pupil Premium strategy will set out annually where the Academy will provide financial assistance to those students eligible for free school meals or disadvantaged pupil premium grant funding. The Academy will always endeavour to subsidise curriculum school trips and educational books/materials for students in Key Stage 4, who are eligible for free school meals.

Financial support may also be available to parents/carers of students who are eligible for free school meals, or have been in the last six years, for the following:

- ❖ Core academy uniform items – blazer, tie, PE top
- ❖ Extra tuition
- ❖ Music lessons
- ❖ Cooking ingredients
- ❖ Enrichment activities
- ❖ College visits
- ❖ Revision guides and textbooks

16-19 Bursary Fund

A separate policy is available for the eligibility and administration of the 16-19 Bursary Fund. Bursary grant funding may be used to offset some costs set out in this policy.

8. Monitoring, Evaluation and Review

The Principal will monitor the application of this policy and report annually to the Academy Council on the extent of support being requested and offered. The Academy Council will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.