



# CHARGING AND REMISSIONS POLICY

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This policy will be reviewed by:	<b>Finance, Premises and Personnel Committee</b>

# CHARGING AND REMISSIONS POLICY

## 1. Introduction

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## 2. Aims

The Board of Directors at the Gateway Academy recognise that the Education Act 1996 sets out the law on charging for school activities and legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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 at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Board of Directors or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy
- transport provided in connection with an educational trip.

## 3. Charges

The Board of Directors has agreed that charges will be levied in the following circumstances:

- (a) board and lodging on residential visits (not to exceed the costs and except where pupils are entitled to statutory remission)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for prescribed public examination, to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs

- (iv) entrance fees
- (v) insurance costs
- (c) individual or group tuition (for less than four pupils) in the playing of a musical instrument where the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for
- (d) re-sits for public examinations where the pupil, for no good reason, has failed to complete the requirements of the examination or to attend for it
- (e) costs of examinations where no further preparation has been provided by the academy in the year for which the entry is made
- (f) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (g) extra-curricular activities and school clubs.
- (h) any other education, transport or examination fee unless charges are specifically prohibited

#### **4. Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £13,480 (FY 04/05)

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

#### **5. Voluntary Contributions**

The Board of Directors has agreed to request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- and

- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated by the Board of Directors to the Principal.

## **6. Monitoring, Evaluation and Review**

The Board of Directors will review this policy at least every two years and assess its implementation and effectiveness using data from monitoring and feedback from staff, families, pupils and Board of Directors provide. The policy will be promoted and implemented throughout the Academy.

### **Reference**

Key documents providing more detailed information on charging for school activities include:

Charging for school activities

DES Circular 2/89 Charges for School Activities (DfES Publications)

DFE letter of 22 September 1993 to all LEAs and maintained schools in England about charging for instrumental music tuition in maintained schools

DfEE letter of 17 September 1996 on Jobseeker's Allowance: Free School Meals and Milk and the Remission of Fees and Charges.