



JOSEPH LECKIE ACADEMY

Charging & Remissions Policy

This policy is reviewed e.g. annually

Approved by Governors: 01/10/2016

Review date for Document: 01/10/2017

JOSEPH LECKIE ACADEMY

CHARGING AND REMISSIONS POLICY

Charging for Academy Activities.

Aim

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.

Responsibilities

The Governing Body of the Academy are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered by the Principal / Leadership Team.

Prohibition of Charges

The Governing Body of the Academy recognise that the legislation prohibits charges for the following:

- education provided during Academy hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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;
- tuition for students 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 student is being prepared for at the Academy, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the Academy;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy;
- education provided on any trip that takes place during Academy hours
- education provided on any trip 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;
- transporting registered students to or from the Academy's premises, where the Local

Education Authority has a statutory obligation to provide transport;

- transporting registered students to other premises where the governing body or Local Education Authority has arranged for students to be educated;
- transport provided in connection with an educational trip
- transport that enables a student to meet an examination requirement when he / she has been prepared for that examination at the Academy;
- Supply teachers to cover for those teachers who are absent from the Academy accompanying students on a residential trip

Publication of Information

A copy of this policy is available on the Academy's website.

Charges

(It will be necessary to determine for each of the following whether the governing body intends to make a charge).

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual student of activities wholly or mainly outside Academy hours ('optional extras') to meet the costs for:
 - (i) travel associated costs
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees / activity fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the Academy
- (e) costs of non-prescribed examinations where no further preparation has been provided by the Academy
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by students

Remissions

(Where the governing body have determined to charge for board and lodging on an Academy trip the following paragraph must be included).

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

- a) Income Support
- b) Income Based Jobseekers 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 specified by the Inland Revenue does not exceed the financial threshold for the current year.

Voluntary Contributions

(In this section the governing body have to determine whether or not voluntary contributions are to be requested from parents).

Parents may be invited to make a voluntary contribution towards the following:

- a) Activities within a curriculum area
- b) Support education trips and visits
- c) Associated travel costs

The terms of any request made to parents will specify that the request 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 students at the Academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) if insufficient voluntary contributions are received the Academy reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Principal / Leadership team within the Academy.

(Where a request for voluntary contributions is included in the policy the governors should set out the purposes to which the voluntary contributions will be put).

Voluntary contributions will be used to:

- Enhance and support learning activities within a faculty / department
- Support some educational visits
- Travel costs

Date of Policy approval: October 2015

Date of Policy review: October 2016

Policy to be approved by: Finance and General Purposes Committee 1st October 2015