



Joseph Leckie Academy

Charging and Remissions Policy

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1. Aims

- 1.1 Our Academy aims to:
- i. Have robust, clear processes in place for charging and remissions
 - ii. Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

- 2.1 This policy is based on advice from the Department for Education (DfE) on charging for Academy 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.
- 2.2 This policy complies with our funding agreement and articles of association.

3. Definitions

Charge: a fee payable for specifically defined activities

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

4. Roles and responsibilities

4.1 The Trust Board.

- 4.1.1 The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Trustee or the Principal
- 4.1.2 The Trust Board also has overall responsibility for monitoring the implementation of this policy.
- 4.1.3 Responsibility for approving the charging and remissions policy has been delegated to the Resources, Finance, Risk and Personnel Committee.
- 4.1.4 Monitoring the implementation of this policy has been delegated to the Link Trustee for Finance.

4.2 Principal

- 4.1.1 The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

- 4.3.1 Staff are responsible for:
- i. Implementing the charging and remissions policy consistently.
 - ii. Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

- 4.1.2 The Academy will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

- 4.4.1 Parents/carers are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

5.1 Education

- Admission applications
- 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. ○ A syllabus for a prescribed public examination that the student is being prepared for at the Academy.
 - Religious education.
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer.
- 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.

5.2 **Transport**

- Transporting registered students to or from the Academy premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered students to other premises where the Trust Board or local authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the Academy.
- Transport provided in connection with an educational visit.

5.3 **Residential visits**

- 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. ○ A syllabus for a prescribed public examination that the student is being prepared for at the Academy.
 - Religious education.
- Teaching staff engaged under contracts, as well as supply teachers, who are used to cover for staff who are accompanying students on a residential visit.

6. **Where charges can be made**

6.1 **Education**

- Any materials, books, instruments or equipment, where the student's parent/carer wishes him or her to own them.
- Optional extras (see section 6.2).
- Music and vocal tuition, in limited circumstances (see section 6.3).
- Community facilities.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy and the student fails, without good reason, to meet any examination requirement for a syllabus.

6.2 **Optional extras.** We are able to charge for activities known as ‘optional extras’. In these cases, the Academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of Academy hours that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the Academy
 - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy.
- Transport (other than transport that is required to take the student to the Academy or to other premises where the local authority or Trust Board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit.
- Extended day services offered to students (such as breakfast clubs, extra-curricular clubs and supervised homework sessions).

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.
- The cost of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during Academy hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate. Parent/carer agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 **Music tuition.** The Academy can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student’s parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student who is looked after by a local authority

6.4 **Residential visits.** We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.5 Deliberate and malicious damage caused to Academy property. In such circumstances, a fine may be issued to the parents/carers of a student at the Academy to cover the cost of replacement, cleaning and/or repairs (including materials, labour and admin). The cost will not exceed the amount required to correct the damage caused by an individual or group of students.

Where the damage of caused by a group of students, the total cost of repairs will be divided equally amongst the group. A meeting will be held with the student's parents/carers in order to explain the damage that has been caused and the cost of replacement, cleaning and/or repairs.

The extent of a student's involvement in deliberate damage to Academy property will be ascertained through a reasonable investigation undertaken by staff within the Academy. This will include speaking to the student themselves, as well as other students and staff who may have witnessed the damage taking place. The Academy's CCTV will also be used to support the investigation where appropriate. Fines may be issued to a student's parents/carers if the evidence shows that a student is more likely than not to have been responsible for the damage.

The payment or otherwise of this fine will have no bearing on a child's place as a student at the Academy. However, it should be noted that deliberate damage to Academy property will be deemed as a serious breach of the Academy's Behaviour and Relationship Policy and may result in a suspension or permanent exclusion from the Academy.

7. Voluntary contributions

7.1 As an exception to the requirements set out in section 5 of this policy, the Academy is able to ask for voluntary contributions from parents/carers to fund activities during Academy hours which would not otherwise be possible.

7.2 The Academy may as for voluntary contributions towards but not limited to Academy trips, Sports Activities, etc.

7.3 There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the Academy is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities we charge for

8.1 Any activity the Academy charges for will be fully costed and parents/carers will be advised of costs and details.

9. Remissions

9.1 In some circumstances the Academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Trust Board and will depend on the activity in question.

9.2 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- 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)

10. Monitoring arrangements

10.1 This policy will be monitored to ensure compliance.

10.2 This policy will be reviewed by annually by the Trust Board.