

Charging and Remissions Policy

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Review date:	September 2020

Responsible for this policy: Chief Financial Officer (Director of Finance).

This policy is to be read in conjunction with:

- Equal opportunities policy,
- Curriculum policy, and
- Off-site visits policy.

Signature _____

Chair of Governing Body

Signature _____

Chair of Finance & Audit Committee

Burnage Academy for Boys is an exempt charity as per the Academies Act 2010 with the Secretary of State for Education as the Principal Regulator and a company limited by guarantee registered in England and Wales (company registration number 08921898) with its registered office at Burnage Lane, Manchester, M19 1ER and VAT Registration No 183 9157 76.

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1- INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

Every school/academy must have, and publish for parents, its charging policy. This policy lists the governors' decisions.

2- DELEGATION TO HEADTEACHER

The governing body delegates the implementation of the charging process to the Headteacher.

Note to Parents

Under DfE guidance (May 2018), Headteachers or governing bodies may ask parents for a voluntary contribution towards the cost of

- *Any activity that takes place during school hours*
- *Academy equipment*
- *General Academy funds.*

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if there are insufficient voluntary contributions made to cover the cost of the trip, or activity, and there is no alternative method to make up the shortfall, then the academy should cancel the activity.

3- PURPOSE

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: **Monday – Friday: 8.15am – 2.30pm**

4. ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS

Having regard to the Curriculum, all activities that relate to the Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the Curriculum, part of the syllabus of a prescribed public examination.

The Head teacher will ensure that the following applies:

5- NO CHARGES WILL BE MADE FOR

5.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment);

6- TEXT BOOKS/REVISION GUIDES AND EQUIPMENT

6.1- Most parents want to buy their children their own pens, pencils, calculators, etc, although subject departments will loan such equipment on request

- 6.2- Books and stationery are provided free but students who wish to keep a textbook after the end of the course will be asked to pay for it. In some subjects, departmental revision guides are available for the student to keep and are sold at cost or below cost price.
- 6.3- Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair
- 6.4- Education provided outside school hours if it is part of the academy curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of the academy's basic curriculum for religious education;
- 6.5- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the academy curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy;

7- PUBLIC EXAMINATIONS

7.1- Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;

7.2- Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;

- The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations

- The Headteacher has the authority to charge for examination entries in certain circumstances
- The Headteacher is authorised to request payment for wasted examination fees.
- If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may be made.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the pupil was not prepared for it at this school;
- the examination is not on the set list but we arrange for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee.

8- EDUCATIONAL TRIPS

8.1- Education provided on any trip that takes place during school hours;

8.2 Education provided on any trip that takes place outside school hours

- a. if it is part of the academy curriculum, or
- b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
- c. part of the academy's basic curriculum for religious education;

8.3 Supply teachers to cover for those teachers

8.4 accompanying pupils on a residential trip;

8.5 Transport provided in connection with an educational or reward trip.

9- ACTIVITIES FOR WHICH CHARGES MAY BE MADE

9.1- ACTIVITIES OUTSIDE SCHOOL HOURS

Non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

9.2 RESIDENTIAL ACTIVITIES

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see **remissions** policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed above).

9.3 REWARD TRIPS

Trips which are of reward nature such as Alton Towers; the school fund may be used to subsidise such activities but this will be at the discretion of the Headteacher.

10- RESIDENTIAL VISITS

10.1- When any trip is arranged parents will be notified of the policy for allocating places.

10.2- IS A RESIDENTIAL TRIP IN OR OUT OF SCHOOL TIME?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

11- It is the policy of Burnage Academy for Boys that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

11.1- MUSIC TUITION

The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted. Music tuition for individuals or groups of up to 4 pupils

11.2- SCHOOL MINI-BUS

Burnage Academy for Boys will not charge its staff and/or pupils for using its school minibuses.

11.3- ACADEMY UNIFORM/PE KIT

Academy Uniform and PE kit items are normally not available to purchase from school but ties, lanyards and replacement dinner cards are sold at cost price on school premises.

11.4- CHARGING FOR MATERIALS

- Parents of pupils who are on practical courses (eg. Food & Tech, D&T, Art, etc.) and who wish their children to own the finished product will be charged for the materials used.

12- LOSS AND DAMAGE TO ACADEMY PROPERTY

- 12.1- The costs (full or partial at the Academy's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the pupil was not heeding previously stated safety procedures. Parents of a pupil who deliberately damages or loses any item of academy property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement. The recovery of the full cost of deliberate breakage or vandalism will be sought by the Academy.
- 12.2 This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

13- VOLUNTARY CONTRIBUTIONS

Separately from the matter of charging, academies may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example a visit to a museum, historical site etc.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-academy based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent/taught elsewhere in the academy for that period.

14- REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

14.1- FAMILIES QUALIFYING FOR REMISSION OR HELP WITH CHARGES.

Criteria for qualification for remission are given below. Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed **£16,105** (from Apr 19)
- Guaranteed State Pension
- Universal Credit in prescribed circumstances

<https://www.gov.uk/>

- Those pupils in the UK whose parents/carers are on the condition that they "have no recourse to public funds" will be left to the discretion of the Headteacher.

14.2- ADDITIONAL CONSIDERATIONS

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in [instalments](#)
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

14.3- INSURANCE

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

15- CALCULATING CHARGES

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising (unrestricted funds).

Parents who would qualify for support are those in receipt of ***Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit or Universal Credit.***

The principles of **best value will be applied when planning activities that incur costs to the school and/or charges to parents.**

16- ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance & Audit Committee of the governing body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Please follow the link below for further Information: DfE guidance on charging for school activities (**May 2018**).

<https://www.gov.uk/government/publications/charging-for-school-activities>