



# **CHARGES AND REMISSIONS POLICY**

**Academy Business Manager**

**Policy updated January 2018**

**Next review date September 2018**

## **Policy: Charges and remissions for Academy activities**

Sections 109 to 119 of the Education Reform Act 1998 and DfE circular 2/89 set out the law on charging for Academy activities. The Act charges the governing body with formulating a policy on this issue.

### **Introduction**

The governing body of Balby Carr Community provide a broad programme of trips and activities which are accessible to as many students as possible throughout their time at Balby Carr. We recognise the valuable contribution that a wide range of activities, clubs, trips and residential experiences can make towards a student's personal and social education.

Whilst wishing to promote and provide as broad a range of activities as possible for the benefit of all students, Balby Carr reserves the right to make charges for certain activities organised by the Academy.

Governors of Balby Carr community Academy endorse the principle that no student should have access to the curriculum limited by charges but recognise that they have to operate within the constraints of the Academy budget.

Governors also recognise that there is a clear distinction in charging between curriculum and Non-curriculum activities.

### **Academy hours**

The Academy day runs from 08:30am to 14:40pm Monday to Friday.

### **Non-residential activities**

Where such an activity takes place, wholly or mainly outside Academy hours, then a charge will be levied to meet any cost incurred in offering that activity. In some instances, this charge may be reduced if other funding is available to support the activity.

If the Academy does not receive enough voluntary income to make the activity financially viable it will not be subsidised by the Academy revenue budget. In this instance the Headteacher, via the party leader will confirm cancellation of the trip and arrange for a full refund to be issued.

### **Residential activities**

A charge for 'board and lodging' will be made for all such activities.

Residential activities which take place wholly or mainly outside Academy hours will be organised as 'optional extras'. Parents/Carers will be informed in advance of the activity and informed of the estimated cost. Parent/Carer consent will be required for a student to participate in any such activity where a charge is made. Any charge will depend upon the type of activity and, its cost and the number of participants. The charge will not exceed the total cost of providing the activity.

All such charges will be made in line with government guidelines and will take into account the circumstances of parents.

The Academy reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents

### **Curriculum Activities**

The Academy will request payment from parents in advance for curriculum activities and trips during normal school hours. No student will be excluded from a trip or activities in cases where parents are unable or unwilling to make a voluntary payment. However if sufficient funds are not raised to fund the activity/trip then it may be cancelled and a full refund given to parents/carers who have made the contributions.

For activities specified in the subject specification e.g. fieldwork studies, the Academy will provide these activities at no cost however the Academy is permitted to request a contribution towards transport

### **Materials, Equipment and Ingredients**

The Academy reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example in food technology lessons for students.

It is the responsibility of parents to/carers to cover the cost of purchase or hire of musical instruments, materials and equipment for activities which take place outside of Academy hours which are purely voluntary and optional. It remains the parent/carers responsibility to provide Academy uniform, including PE kit.

### **Remissions Policy**

As far as its resources allow the Academy will support students and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision where a voluntary parental contribution may be required in order for the event to be financially viable. This applies particularly to those students whose families receive support payments such as those detailed below. While each case for support will be viewed sympathetically, and in full confidence, the Academy itself has only limited resources and will seek to use these prudently and fairly to affect the greatest number of its students.

To qualify for help parents/carers must complete the Application for Remission form and forward it to the Academy Business Manager along with proof of their income or benefit

- Universal credit
- Income support
- Income based job seekers allowance
- Child tax credit, as long as they do not receive working Tax Credit **and** the family income does not exceed £16,105 per annum
- The guarantee element of State Pension Credit
- Support under part V1 of the immigration and Asylum Act 1999
- An income related employment and support allowance

Other exceptional circumstances may be considered by the Headteacher and Senior Management Team of the Academy

## **Public examinations**

No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy

Where, with parental consent, a student is entered for a public examination, which does not fall within the list of prescribed public examinations, then this entry will be treated as an optional extra and a charge will be made for the entry fee.

When a parent requests that an examination result – whether or not of an examination appearing on the list of prescribed public examinations – be re-scrutinised, then the parent may be liable for any charge made by the examining body for this service.

Where a student is re-sitting a prescribed public examination for which no additional preparation has been given by the Academy, then the parent may be charged for the entry fee of that examination.

Where the Academy agrees to enter a student for a prescribed public examination for which he or she has not been prepared by the Academy, the parent may be charged for the entry fee of that examination.

If a student fails, without good reason, to complete the examination for which the Academy has paid – or is liable to pay – an entry fee, then that entry fee may be charged to the parent of the student concerned. The decision to charge or not charge will be made by the Headteacher

## **Academy Meals**

The Governing body and the Headteacher will determine the price to be charged for school meals on an annual basis. Any increases in charges will be notified to parents in July in advance of increases taking place in September.

## **Music Tuition**

There is a charge for individual tuition in the playing of a musical instrument whether in or out of Academy hours, unless it is part of the syllabus for a prescribed public examination or if it is required by the National Curriculum. Any such tuition will be delivered with the agreement of parents/carers. The cost of the music tuition will not exceed the cost of providing it, including amongst other things the cost of providing a specialist music teacher.

## **Damage or breakage**

Where, as a result of a student's unsatisfactory behaviour, damage to Academy instruments, fabric, materials or property occurs, a charge will be levied to enable the damage or breakage to be made good.

Charges for damage or breakage will, at the discretion of the headteacher, be remitted either in full or in part, depending upon the circumstances in which the damage or breakage occurred.

Remission of any charges to be levied will be made by the Headteacher in appropriate circumstances.

## **Hiring of Academy Facilities**

The private hiring of the Academy facilities will be subject to charges set annually by the Governing body. All charges will be subject to the current VAT regulations. There may be

instances where the charge for the use of the facilities can be off -set by other services being provided for the benefit of our students and our Academy Development Plan. Such agreements can be entered into at the discretion of the Headteacher and only where a valid business case for such an arrangement has been presented. Please see our lettings policy for further information

### **Freedom of Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access you can access our website using local library or community facilities.

Single copies of information are provided free. If your request means we have to do a lot of photocopying or printing or will incur a large postage charge we will advise you of the cost before fulfilling your request.

### **Other Charges**

The Headteacher or Governing body may levy charges for miscellaneous services up to the cost of providing such services.

### **Monitoring and Review**

The Academy Business Manager is responsible for monitoring all aspects of this policy.



# Balby Carr

Community Academy

Application for Remission form charges/Academy financial support

<b>Date</b>	<b>Name of student</b>
<b>Name of Parent/Carer</b>	<b>Date of Birth of Student</b>
<b>Activity/funding required for</b>	<b>Total cost of Activity £</b>  <b>Contribution made by Parent/carer £</b>
<b>Reason for application/circumstances</b> (Please provide as much detail as possible and give details of benefits currently received)	

<b>To be completed by the Academy</b>	
<b>Granted/Not granted</b>	<b>Evidence of benefits seen</b>
<b>Amount of Grant/subsidy provided</b>	<b>Approved by</b>