

# **Charging and Remissions Policy**

**2016-17**



Policy last reviewed February 2016

**Description:** This policy ensures that all staff and Governors have clear guidance with regards to charging and remission within the academy.

**Implementation Date:** March 2016

## **I Policy Statement**

1.1 KAA believes that all our students should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parent's financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- Voluntary contributions may be requested
- Charges will be made
- Charges will not be made
- Charges may be waived

## **2 Purpose**

- 2.1 To ensure that all students have access to curricular and extracurricular activities
- 2.2 To ensure that the processes are clear and uniformly applied across the academy.
- 2.3 To fulfil the academy's obligations as per 1996 Education Act.

## **3 Detail**

### **3.1 Voluntary contributions**

Separately from the matter of charging, schools 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.

### ***The Law states:***

If the activity cannot be funded without voluntary contributions the Governing Body or Principal will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

### 3.2 No charges will be made for

- a) An admission application
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- c) Education provided outside school hours if it is part of the National Curriculum or part of our enrichment programme, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- d) Tuition for pupils learning to play musical instruments (or singing) 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
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- f) Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made
- g) Education provided on any trip that takes place during school hours
- h) Education provided on any trip that takes place outside school hours
  - a. if it is part of the National Curriculum, or
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- j) Transport provided in connection with an educational trip.

### 3.3 Activities for which charges may be made

#### a) Activities outside school hours

Non-residential activities (other than those listed in Section 3.2 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).

#### b) 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 in Section 3.2 above).

#### c) Music tuition

Music tuition for individuals or groups.

#### **d) Home to school student transport**

Costs incurred by the school in providing home to school transport for students who live outside of the school's designated catchment area.

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

#### **3.4 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.

**It is the policy of Kensington Aldridge Academy 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.

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>	<b>Remitted or help available</b>
Charges will/may be made for any materials, books, instruments, or equipment, <b>where a parent wishes their child to own them or the student has lost the original item supplied by the school</b>	Eg. A clay model – a charge to cover the cost of the clay.	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost.	Remission for category A and B (see below)
Charges will be made for extracurricular trips and visits which fall outside of school time which are voluntary and not part of the national curriculum or examination courses.	The charge will not exceed the actual cost.	Consideration of remission will be made for categories A and B (see below)

Charges will be made for providing home to school transport for students who live outside of the school's designated catchment area.	The charge will not exceed the actual cost.	
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### 3.5 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 such charges will be waived.

#### Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

#### Category A

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 Her Majesty's Revenue and Customs) does not exceed £16,105
- Guaranteed State Pension
- An income related employment and support allowance, introduced on October 27<sup>th</sup> 2008

Additional categories of parents may claim help with some costs in the following circumstances:

#### Category B

Parents who have:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but not yet receiving the benefits listed in Category A
- Made a specific request to the Principal for any other justifiable reason

Remission is at the Principal's discretion in these circumstances based on any evidence provided.

### 3.6 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

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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.