



Diocese of Norwich
Education and
Academies Trust

Middleton Church of England Primary Academy

Charging and Remissions Policy

Date of Publication: September 2015

Review Date: September 2017

Person responsible for review: Headteacher

1. Scope

1.1 This policy applies to all staff and children of Middleton Church of England Primary Academy.

2. Context

2.1 The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential visits and experiences of other environments, can make towards children's 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.)

2.2 No charges can be made unless the Local Board of Governors of the Academy has drawn up a policy giving details of the activities that they intend to charge for, and a remissions policy. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made. If a charge is to be made for a particular type of activity a parent may ask the Academy how the charge has been worked out and who might qualify for help with the cost (or even get it free). The remissions policy must set out any circumstances in which the Academy proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

3. Aims

3.1 The aims of this policy are:

- To ensure that all staff and parents are aware of the charging policy
- To make the programme of activities and trips accessible to as many children as possible
- To ensure that, during the Academy day, all children have full and free access to a broad and balanced curriculum.

3.2 The Academy must ensure that it informs parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of Academy visits.

4. Statutory position

4.1 The legislation governing the charging for Academy activities is set out in the Education Act 1996: Sections 449–462. It covers what governing bodies may and may not charge for when activities take place, either during or outside of Academy hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

5. What the Academy may charge for.

5.1 The Governors reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- *Academy trips and residentials in Academy time:* the board and lodging element of the residential experience and outdoor pursuit courses; the charge must not exceed the actual cost.
- *Activities outside Academy hours:* the full cost for each pupil of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
- *Materials:* the cost of materials, books, instruments, equipment or for specified projects, if parents have indicated in advance that they wish to own the final product.

- *Acts of vandalism and negligence:* the Governors reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil.
- *Examination fees:* if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination.
- Charges may be made for either an individual pupil or group to play a musical instrument or to sing if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).
- If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governors may seek to recover the fee from parent.
- There may be a charge for examination entry where there is request from the parent for additional subject entries to be made which are not supported by the Academy.

5.2 Optional Extras

The Academy may charge for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of Academy time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy;
 - c) part of religious education.
- Examination entry fee(s) if the pupil has not been prepared for the examination(s) at the Academy
- Transport that is not required to take the pupil to Academy or to other premises where the local authority/Governors have arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

5.3 Voluntary Contributions

The Academy may ask for voluntary contributions for the benefit of the Academy or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

6. What the Academy cannot charge for.

6.1 The Academy cannot charge for:

- An admission application to any maintained Academy
- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment). Academy hours are defined as 8.45am – 3.20pm.
- 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 pupil is being prepared for at the Academy, or part of religious education.

- Tuition for children 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 pupil is being prepared for at the Academy, or part of religious education
- Entry for a prescribed public examination, if the pupil has been prepared for it at the Academy
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education
- Supply teachers to cover for those teachers who are absent from Academy accompanying children on a residential visit
- Transporting children to or from the Academy premises, where the local education authority has a statutory obligation to provide transport
- Transporting children to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the Academy
- Transport provided in connection with an educational visit

7. Remissions

- 7.1 Where the parent of a pupil is in receipt of qualifying state benefit(s), the Academy will remit in full the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 7.2 The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Governors.

8. Insurance

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

9. Roles and Responsibilities

- 9.1 The Governors are responsible for ensuring that the Academy complies with legislation, and that this policy and any related procedures and action plans are implemented.
- 9.2 The Headteacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action. Day to day responsibility for co-ordinating and implementing this policy is with the Academy Headteacher/Finance Officer.
- 9.3 All staff/others are expected to complete a Risk Assessment/Visits form (See Educational Visits Policy).

10. Monitoring and Review

- 10.1 This policy will be reviewed every 2 years.
- 10.2 Its outcomes will be assessed by monitoring the Academy Improvement Plan (AIP).
- 10.3 Its impact and effectiveness will be judged in terms of the positive benefits and any negative consequences arising from its implementation.
- 10.4 The Finance Team will monitor the impact of this policy by receiving on a termly

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.

11. Dissemination

11.1 All policies that need to be conveyed to children, staff and families will be available on the Academy's website.

11.2 Staff will be informed about policies during induction and through on-going in-service training.

11.3 Those policies that are important for children to be aware of will be promoted through the Pupil Council and other routes such as PSHE lessons. Key messages from policies will be prominent in Academy e.g. using displays and performing arts.

12. Equality of Opportunity

No child will be prevented from participating in curricular or extra curriculum activities due to their race, gender, sexual orientation, disability or financial situation. Where a pupil's Special Needs or disability causes concern regarding staffing levels or H&S, a risk assessment will be undertaken and adjustments made to plans to enable, wherever possible, their full participation in the activity.

13. Links to Other Policies

- Educational Visits Policy
- Finance Policy