

Charging and Remissions Policy

Policy Holder:	Neil McShane
Approval Board:	Norfolk Academies
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Date of Approval:	Autumn Term 2018
Review Period:	Twelve months
Target Review Date:	Summer Term 2019 The Review Period and Target Review Date refer to our internal policy review process. The published policy is current and is the most recent approved version.
Legislation or regulation:	Norfolk Academies Funding Agreement

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SECTION 1: NORFOLK ACADEMIES STATEMENT OF INTENT

- 1.1 Legislation allows Academies to charge for certain activities which take place both inside and outside of Academy hours. Norfolk Academies has adopted this policy to inform parents and carers of the activities and materials for which they may be charged.

SECTION 2: SCOPE

- 2.1 This is a Norfolk Academies Statutory Policy for Attleborough Academy Norfolk. As such, it provides the policy to be followed at the Academy.

SECTION 3: LEGAL REQUIREMENTS

- 3.1 This policy is required by the Department for Education (DfE) and falls into the category of:

A. Statutory policies required by Education Legislation

SECTION 4: POLICY

4.1 Charges for Academy Activities

- 4.1.1 Please find following the activities and materials for which you may be charged:

Music Tuition

Vocal or instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the student's parents or carers. No charge may be made in respect of a student who is looked after by the Local Authority.

Ingredients and Materials

Ingredients and materials for practical subjects where parents/carers have indicated in advance that they wish to receive the finished articles.

Travel

Schools cannot charge for:

- Transporting registered students to or from school premises, where the Local Education Authority has a statutory obligation to provide transport.
- Transporting registered students to other premises where arrangements have been made for students to be educated.
- Transport enabling a student to meet an examination requirement where prepared for that examination at the school.

Board and Lodging

Board and lodging will be charged in all cases where an Academy activity involves students in nights away from home. The charge must not exceed the actual cost.

Activities Outside Academy Hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside Academy hours, where the student's participation has been agreed in advance by the parents/carers. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential Trips Outside Academy Hours

A residential trip is deemed to take place outside Academy hours if the number of 'missed' Academy sessions is less than 50% of the number of half days taken up by the trip. For example:

Students are away from noon on Wednesday to 21.00 on Sunday. This counts as nine half days during five Academy sessions so the visit is deemed to have taken place during Academy hours.

Schools cannot charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, part of a syllabus for a public examination the student is being prepared for at the school or part of Religious Education.
- Supply teachers to cover those teachers who are absent from school accompanying students on a residential trip.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School equipment
- General School Funds

Students of parents or carers unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. The school should make parents and carers aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations

Charges are made for the entry of a student for a prescribed examination for which he/she has not been prepared by the Academy, or where the student entered for examinations in the same subject with two examination boards.

Other circumstances in which a student may be charged for an external examination are covered in the Academy's Examinations Policy.

4.2 Remission of Charges

4.2.1 Only parents and carers who are in receipt of:

- Universal Credit (when fully rolled out)
- Income Support
- Working Families' Credit
- Disabled Person's Tax Credit
- Income Based Jobseekers Allowance

are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the Local Authority or the Academy and where they relate to activities, deemed to take place wholly or partly during school hours.

4.2.2 Remission will not apply to such charges when they relate to activities wholly outside Academy hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

4.2.3 Parents or carers who have difficulty meeting any charges should discuss the matter in confidence with the Principal.

4.3 Refunds for Extra-Curricular Academy Activities or Trips

4.3.1 Refunds for extra-curricular Academy activities or trips will only be given at the discretion of the Principal or when the total trip/activity has been cancelled by the Academy or organiser, less any non-refundable deposits. The organiser of the trip/activity will advise parents/carers if any deposits taken will be non-refundable when advising the total estimated cost of the trip/activity.

4.3.2 If contributions to an activity exceed the total cost a refund will be given, if excess is over £5.00 per student.

Excess income less than £5.01 per student will be paid into the Academy Fund account.

Excess of expenditure will be funded by the Academy Fund for the sole benefit of future educational visits or expenditure undertaken by the general student population.

SECTION 5: EQUAL OPPORTUNITIES STATEMENT

- 5.1 This policy has been assessed against the nine protected characteristics outlined in the Equality Act 2010.

- 5.2 There is no apparent impact on most characteristics. Even though it is not a protected characteristic, care must be taken in the administration of charging and remissions to ensure there is no discrimination direct or indirect applied to students whose parents or carers are in receipt of benefits or under financial hardship.