

FRIARS ACADEMY

CHARGING AND REMISSIONS POLICY

This Policy has been prepared with all reasonable effort to comply with the aims of provision of UK legislation and, in particular, The Human Rights Act.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

This policy complies with our funding agreement and articles of association.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits, residentials 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.)

Charging Policy

The Academy reserves the right to charge for the following activities:

1. Full costs of board and lodging on residential visits (in most cases the Academy subsidises up to one third of the total cost).
2. The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of Academy time.
3. The full costs of activities which take place wholly or mainly outside of Academy hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.
4. The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside Academy hours.
5. The full costs of re-sits of prescribed public examinations where not further preparation has been provided by the Academy.
6. The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student.
 - If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
 - If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.
 - There may be a charge for an examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.
7. The cost of essential ingredients or materials for practical subjects.
8. The cost of providing a student a snack at social time.
9. 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 student was not following previously stated safety procedures. The recovery of the full cost of deliberate breakages or vandalism will be sought by the Academy.

Remissions

Where parents who can prove they are in receipt of the following benefits:

- Universal credit in prescribed circumstances
- 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 £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

the Governing Body will remit in full the costs of:

1. Board and lodging for any residential visits outside Academy time, where the education is provided to fulfil any requirements specified in the syllabus for a prescribed public examination.
2. individual instrumental music tuition in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination
3. Religious Education specifically to fulfil statutory duties relating to it.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. This Headteacher will authorise remission in consultation with the Chair of Governors.

Insurance

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

Voluntary Contributions

1. Nothing in legislation prevents a Governing Body from asking for voluntary contributions for the benefit of the Academy or any Academy activities. If the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher should make this clear to parents at the outset. The Governing Body or Headteacher **must** also make it clear to parents that there is no obligation to make any contribution.
2. It is important to note that no student should be excluded from an activity simply because his/her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. This must be made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Academies should make it clear to parents at the outset what their policy for allocating places on educational visits will be.
3. When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

