

Charging and Remission Policy

1. Introduction

The purpose of the policy is to ensure that there is clarity over those items which the Academy will provide free of charge and those items where there may be a charge.

2. Definition

The Academy day is defined as 8:30 am to 5:00 pm.

3. Activities during the Academy day

During the Academy day all activities that are a necessary part of the curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the Academy and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the curriculum or a public examination syllabus being followed by the student(s), the Academy will make a charge (see below).

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but student was not prepared for it at the Academy.
- The examination is not on the set list the Academy arranges for the student to take it.
- A student fails without good reason to complete the requirements of any public examination where the Academy's Governing Body originally paid or agreed to pay the entry fee.

Contributions may be sought for activities during the Academy day which entail additional costs, e.g. field trips. In these circumstances no student will be prevented from participating because his/her parents cannot make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time a non-Academy based organisation, such as a visiting drama group or storyteller, may be invited to arrange an activity during the Academy day. Such organisations may wish to charge parents who may, if they wish, ask the Principal to agree to their child being absent for that period.

4. Optional activities outside of the Academy day

The Academy may charge for optional, extra activities provided outside of the Academy day, e.g. a club or theatre visit. Such activities are not part of the national curriculum or religious education, nor are they part of an examination syllabus. Where the Academy wishes to charge, parents will be advised in advance. Where specific funding has been received to support particular activities, the Academy will subsidise the charge to the extent permitted by the funding.

5. Residential activities

Residential activities will incur a charge for participating students equal to the cost of providing the place on the designated trip (see below).

6. Transport costs

For those students who request and are then allocated a seat on the Academy bus, a charge will be levied for their journey to and from the Academy. The aim is to provide an efficient, effective and equitable mechanism for students to attend the Academy.

7. Calculating charges

When charges are made for any activity, whether during or outside of the Academy day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who are unable or unwilling to pay. Support for cases of hardship will come through either the Academy budget or fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the Academy and/or charges to parents.

8. Remission

In cases of hardship the Governing Body will consider in its absolute discretion the remission of fees (either in full or in part) for those students who it considers will benefit from such activities.

9. Eligible benefits

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The Guarantee element of State Pension Credit.
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue & Customs, that does not exceed £16,190).
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

The policy will be reviewed annually to ensure this section is kept up to date.

Related policies/procedures:
16-19 Bursary Fund Policy

Date of approval by Governing Body:	9 March 2010
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