

CHARGING AND REMISSIONS POLICY

Reviewed June 2018

By D Logan

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WITTON PARK ACADEMY

CHARGING POLICY FOR SCHOOL ACTIVITIES

Policy Statement

This is the charging and remissions policy for Witton Park Academy as approved by the Governing Body.

The Aims of the Policy

The aims of the policy are:

- a) To define what the school cannot charge for
- b) To define what the school can charge for
- c) To clarify the position in respect of voluntary contributions
- d) To define the school remissions policy

Circumstances where Charges Must Not be Made

Educational Provision

Education During School Hours.

1. Education will be provided free of charge during school hours (including the supply of any materials, books, instruments or other equipment). There is an exception to this rule for board and lodgings on residential trips (See charges relating to optional extras).
2. Education provided outside of school hours if it is part of the School Curriculum, or part of a specification for a prescribed examination that the pupil is being prepared for at school, or part of religious education.
3. No charge will be made for the cost of providing individual instructions in the playing of a musical instrument. If the tuition is required as part of the School Curriculum, or part of a specification for a prescribed public examination that the pupil is being prepared for at school, or part of religious education.
4. Education provided on any trip that takes place during School hours. However, it is possible to charge for board and lodgings on residential trips (see Charges relating to optional extras).
5. Education provided on any trip that takes place outside school hours if it is part of the Curriculum, or part of a specification for a prescribed public examination that a pupil is being prepared for at the school, or part of religious education. (see charges relating to optional extras regarding charging for board and lodging on residential trips).
6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
7. Entry for a prescribed public examination, if the pupil has been prepared for it at the School.
8. Examination re-sits if the pupil is being prepared for the re-sits at the school.

Transport

1. Transporting registered pupils to or from the school premises (the local authority has a statutory obligation to provide such transport).
2. Transporting registered pupils to other premises where the Local Governing Body or Trust has arranged for pupils to be educated.
3. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for the examination at the School.
4. Transport provided in connection with an educational trip.

Circumstances Where Charges May be Made

Charges Relating to Education

Charges may be made in certain circumstances relating to education.

1. Any materials, books, instruments or equipment where a pupil's parents or carers specifically wish him or her to own them.
2. If a pupil fails, without good reason, to meet any examination requirement for a syllabus, the examination fee can be recovered from the parents/carers.
3. A charge may be made for examination fees if the school has not prepared the registered pupil for the examination as part to the normal educational provision.

Charges Relating to Optional Extras

Charges may be made in certain circumstances where there are optional extras.

1. Participation in any optional extra activity will be on the basis of parental choice and willingness to accept a charge for the costs. Parental agreement is therefore a necessary prerequisite for the provision of optional extra activities.
2. The School may however invite voluntary contributions for the benefit of the School or in support of any activity organised by the School. The terms of any request to parents to make voluntary contributions will make it clear however that:
 - There is no obligation to contribute, and
 - Pupils will not be treated differently according to whether their parents have made a contribution in response to the request.
 - Where a trip or activity is planned on the basis of voluntary contributions and insufficient funds are raised then the trip or activity will be cancelled.
3. Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity. The individual charge will comprise the actual cost of the activity divided equally by the number of pupils participating.
4. In cases where a small portion of the activity takes place during School hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. In the same way no charge can be made for supply teachers who cover for teachers who are absent from School accompanying pupils on a trip.
5. A charge will be made in respect of materials, books, instruments, equipment and tuition fees for educational provision that is not part of the Curriculum, or

- part of a specification for a prescribed public examination that a pupil is being prepared for at the School, or part of religious education.
6. A charge will be made for board and lodging on a residential trip. When the School informs parents about a forthcoming visit it must be made clear that parents who can prove that they are on certain benefits could be exempt from paying the cost of board and lodging. These specific benefits are:
 - Income support.
 - Income-based Jobseekers Allowance
 - Support under part six of the Immigration and Asylum Act 1999.
 - Child Tax Credit when Working Tax Credit is not also being received and family income is below that specified by the Inland Revenue.
 7. A charge will be made for any transport or journeys that are undertaken in relation to optional extra activities.

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