



Castle View
Enterprise
Academy

Charging and Remissions Policy

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SIGNATURES:

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1. Aims/ Statement of Policy

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential's 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).

This policy has been compiled in line with DfE requirements and in accordance with Sections 449 through 462 of the Education Act, 1996, which sets out the law on charging for school activities.

This policy will be kept under review and parents will be informed in writing of any changes as and when they are made.

2. Legislation and guidance

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. Academies are required to comply with this Act through their funding agreements.

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

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Principal.

The Finance, Audit and General Purposes Committee also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance, Audit and General Purposes Committee.

Monitoring the implementation of this policy has been delegated to the Finance, Audit and General Purposes Committee.

4.2 Principal

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

5.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit.

5.3 Residential visits

- 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
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus.

6.2 Optional extras

- Optional extra activities which take place wholly or mainly outside Academy hours (i.e. where 50% or more of the time spent on the activity, is deemed to be outside of Academy hours) and which are based on parental choice
- Any materials, books, instruments, or equipment where the student's parents' wishes them to own them
- Individual music tuition (instrumental and vocal) for which there is a parental agreement
- Wilful damage to Academy property, equipment or furniture
- Lost or damaged text or exercise books
- Ingredients and materials for subjects such as DT and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind)
- The recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the Academy has paid an entry fee
- Examinations for which a student has not been prepared in Academy or during Academy hours
- Examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the Academy
- Where amendments to examination entries are necessary after the deadline rule (NB. The Examinations Officer is responsible for any administration necessary to prevent a similar recurrence)
- Board and lodgings on residential visits

- Individual appeals by one candidate to the Board based on parental requests – payment must be made before the appeal is lodged.

6.3 Music tuition

- Individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination
- Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.
- Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student who is looked after by a local authority.

6.4 Residential visits

Charges for visits outside Academy hours (i.e. where 50% or more of the time spent on the activity, is deemed to be outside of Academy hours) can include:

- Travel costs
- Board and lodgings
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres, castles, etc.
- Insurance costs.

Visits during Academy hours (i.e. where 50% or more of the time spent on the activity, is deemed to be during Academy hours) can include:

- No charge for education provided
- No charge for travel
- Charges may be made for board and lodgings (see above).

7. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips/visits/rewards trips.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Identified trips and visits due to costs of transport, accommodation and meals. These are optional and a payment plan will be offered.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).

9.2 Lettings

The Academy will make selected facilities available to outside users at a charge. The scale of charges will be determined annually by the Academy, and will be of at least the cost of providing the facilities.

10. Monitoring arrangements

The Principal monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed every two years.

At every review, the policy will be approved by the governing body.