

Charging & Remissions Policy

North Kesteven Academy

2019-2020



North
Kesteven
Academy

Think Excellence

Review Date: Summer Term 2019

Next Review Due: Summer Term 2020

1. Summary

1.1. This policy complies with the guidance from the Department for Education updated in May 2018. The policy sets out those activities for which North Kesteven Academy can charge and those for which it cannot charge. It also includes the academy's policy in respect of remissions.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

1.2. The academy trust **cannot** charge for:

- an admission application as any part of the admissions process
- education offered during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside of school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at school, or part of religious education
- musical tuition for pupils learning individually or in groups, unless the tuition is provided by an external provider at the request of a student's parent
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- examination re-sits if the pupil is being prepared for the re-sit at the school

1.3. The academy trust **can** charge for:

- any materials, books, instruments or equipment where the student's parent wishes him/her to own them
- optional extras *
- music and vocal tuition if requested by the student's parent whether this is individually or in a group
- community facilities

*Optional extras are:

- education that is provided outside of school time (8.45am-3.15pm) that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee (s) if the registered student has not been prepared for the examination(s) at North Kesteven Academy
- entrance fee for music exams (at the request of parents)
- transport (other than transport that is required to take the student to school or to other premises where the academy trust have arranged for the student to be provided with an education)
- board and lodgings for a student on a residential visit
- extended day services offered to students

1.4. Participation in any optional extra activity will be provided on the basis of parental choice and a

willingness to meet these charges. Parental agreement will therefore be sought.

In calculating the cost of optional extras, amounts may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra. This may include ParentPay processing fees incurred
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, and
- The cost, or an appropriate proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupil must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

- 1.5. The academy trust will also ensure that parents on low incomes and in receipt of certain benefits are informed of the support available to them when being asked for contributions to the cost of school visits. This may include financial assistance (e.g. from Pupil Premium or Bursary funding) where available towards the cost of activities central to learning and to the curriculum.

Where activities are taking place outside of school hours (and not directly related to the national curriculum, religious education or a syllabus for a prescribed public examination being taught/sat at the Academy), they would normally be considered to be an 'optional extra' and would not be subject to financial assistance.

All remissions will awarded at the discretion of the academy's Senior Leadership Team, taking into account the activity in question, personal circumstances and any previous awards.

Ultimately, participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

- 1.6. Charging and Remission Policy.

No charges can be made unless the academy's governing body has drawn up a charging policy and is able to give details of optional extra charges that they intend to charge for, and a remissions policy. This policy is set by the academy independently, and may differ to that of other local schools and local authorities.

2. Voluntary Contributions

- 2.1. The academy trust is able to request voluntary contributions for the benefit of the academy or any academy activities (i.e. non-optional extra activities). If the activity cannot be funded without these voluntary contributions, this will make this clear to parents at the outset. Parents are under no obligation to make a monetary contribution.
- 2.2. The academy trust will not exclude a child from participating if parents are unwilling or unable to make a monetary payment. If insufficient voluntary contributions are received to fund the visit, and the school cannot fund it from another source, then it must be cancelled. This will be made clear to parents at the outset.
- 2.3. When making requests for voluntary contributions, parents must not be made to feel pressurised into paying, as it is voluntary and not compulsory.

3. Music Tuition

- 3.1. Although the law states that in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be now requested for individual or group tuition provided that this tuition is provided at the request of the student's parent.

The charges are set by the academy trust in accordance with those charged by Lincolnshire Music Service (LMS). For further information on music tuition, please contact the General Office at North Kesteven Academy.

4. Transport

- 4.1. The academy trust **cannot** charge for:

- transporting registered students to and from the North Kesteven Academy premises where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the academy trust has arranged for students to receive education;
- transport which enables a student to meet an examination requirement when he has been prepared for an examination at the school; and
- transport provided in connection with an educational visit

5. Residential Visits

- 5.1. The academy trust **cannot** charge for:

- education provided on any visit that take place during school hours (08.45am – 3.15pm)
- education provided on any visit that takes place outside of the above stated school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at our school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

5.2. The academy trust **can** charge for:

- board and lodging and the charge must not exceed the actual cost

Parents who can provide proof that they are in receipt of any of the following benefits will be exempt from paying the cost of their child's board and lodging (for activities connected with the national curriculum)

- Universal credit in prescribed circumstances
- Income support
- Income based Jobseekers Allowance
- Income-based Jobseeker's 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 a limit determined for the relevant financial year
- The guarantee element of State Pension Credit

Further guidance on policies for Learning Outside the Classroom is available <http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

6. Examinations

6.1. The academy trust may charge an examination entry fee to parents if:

- a student fails to meet the necessary coursework requirements
- a student fails to sit an examination and does not have medical evidence or proof of any other mitigating circumstances
- a student drops a course or voluntarily leaves North Kesteven Academy before they are due to do so

Re-sit fees are paid by the candidate should they wish to improve their grade.

7. Other charges

7.1. The academy trust may levy charges for miscellaneous services up to the cost of materials used in providing such services, for example, the cost of photocopying a school file at the request of a parent.

A charge will be levied to parents in respect of wilful damage, neglect or loss of school property, (including premises, furniture, equipment, books or materials); the charge will be the cost of replacement or repair, or a lower cost may be set as determined by the school.

8. Remissions

8.1. The academy trust may, at its discretion, decide to remit the charges in respect of a particular event or activity, if it feels reasonable in the circumstances.

