



Charging Policy

Charges for School Activities

The Education Act 1996 outlines the activities for which charges can be made or voluntary contributions sought.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

The Academy Trust will operate the following policy on charges:

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

The school provides essential materials in Art and Design Technology to support students' work. It may be necessary to request payment for additional materials if the parents have indicated in advance a wish to own the finished product.

Music Tuition

A charge will be made for the provision of instrumental or vocal tuition given to pupils as individuals or in groups of an appropriate size during the school day at the request of the parent/carer, except where it is given to fulfil:

- statutory duties relating to the National Curriculum or
- requirements specified in the syllabus for a public exam

Additional music tuition is available to students in years 10 and 11. The Academy Trust currently subsidises the cost of these sessions.

Pupil Premium students will be entitled to subsidised music tuition (see section 'Additional Support' below).

The Academy Trust reserve the right to cease tuition to an individual pupil where payment is not made for two consecutive terms without the parent/carer advising of difficulty in payment in line with the schools remissions policy.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time 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 pupil has not been prepared for the examination(s) at the school;

- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after school club, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils 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.

Residential Visits

Charges made in respect of a school trip will be set to recover the cost of the trip only; it will include no profit or provision for recovery from non-payment.

Where a residential trip takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made for the education or for the cost of the travel.

A charge will be made for a trip held outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

Charges may be made for all of a pupil's travel costs for non educational visits, board and lodging costs, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

The School **cannot** charge for:

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The School **can** charge for:

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

Transport

The School **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Catering

The Academy Trust provides a catering facility for all and payments are made through ParentPay.

ParentPay is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ParentPay. The payments are received into the school bank account and recorded against the pupil account. Meals are then purchased through a biometric finger print system and the meal cost deducted from the pupils account.

Pupils who receive free school meals have their accounts topped up through the cashless catering system.

Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- there is no obligation to contribute
- pupils will not be treated differently according to whether or not their parents have made a contribution

- the proposed activity may not take place unless a substantial majority of parents contribute
- a suggested amount for a contribution to cover costs.

Other Charges

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

A separate policy is in place for letting of school premises. The Business & Finance Committee review and set charges made for use of school premises. The charges include actual caretaking costs and a premises charge. All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

Equipment

The Academy Trust expect that pupils will attend school with the appropriate equipment such as calculators etc. For convenience these may be purchased at cost price from the Finance Office.

School Uniform and PE Kit

Compulsory and optional items of uniform and PE kit are sold by the school and are available to purchase from the Finance Office at cost price plus a small handling fee.

Available Support

The School has access to Pupil Premium funding which is available to support some of the above activities at the Headteacher's discretion.

To ensure the correct use of the funding, parents should be made aware of financial support available to those who are able to prove they are in receipt of the following benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 (Financial Year 20013/14);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.