Countesthorpe Academy

CHARGING AND REMISSIONS POLICY
2020 - 2021

Policy Reviewed and Adopted by the Governing Board on:	*September 2020*
Signed (Chair of Local Governing Board):	*Mr J Taylor*
Date of Next Review:	*September 2021*
Responsible Officer:	*Business Manager*

The Governing Board of Countesthorpe Academy cannot charge parents, carers, guardians or students for any activity unless it has drawn up a charging policy. Moreover, when made, charges per student cannot exceed the actual costs incurred, which mean that students who can pay should not be charged extra to cover the costs of those who cannot afford to.

The Governing Board must not charge for any activities which take place when the Academy is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual students or students in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the student(s).

If the Academy wishes to run an activity during the Academy day for which it would need contributions from parents, carers or guardians, it can invite voluntary contributions. However, no student will be excluded from such activity because his or her parents, carers or guardians cannot or will not contribute.

The Academy can charge for optional, extra activities provided mainly or wholly outside Academy hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Purpose
The purpose of this policy is to ensure that, during the Academy day, all students have full and free access to a broad and balanced curriculum.

The Academy day is defined as 8.45am to 2.50pm.

What was consulted?
The policy has been informed by 'Charging for school activities' Department for Education advice for Governing bodies, school leaders, school staff and local authorities, October 2014.

Relationship to other Academy policies
The policy complements the Academy's Equality Policy and Teaching and Learning Policy.

Roles and responsibilities of the Headteacher, other staff, governors
The **Headteacher** will ensure that the following applies:

During the Academy day

All activities that are a necessary part of the National 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 individual students or groups of up to four students to play a musical instrument.

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 the student was not prepared for it
- The examination is not on the set list but we arrange for the students to take it
- A student fails without good reason to complete the requirements of any examination where the Governing Board originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the Academy day which entail additional costs, ie a trip to the theatre.

In these circumstances, no student will be prevented from participating because his/her parents, carers or guardians cannot or will not make a contribution. Children of parents, carers or guardians who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, carers or guardians, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time a non-Academy based organisation may be invited to arrange an activity during the Academy day. Such organisations may wish to charge parents, carers or guardians who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Optional activities outside the Academy day
We will charge for optional, extra activities provided outside the Academy day, for example Duke of Edinburgh activities. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the Academy day
If a non-residential activity happens partly inside the Academy day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the Academy day.

Conversely, if the greater proportion of time spent falls outside of the normal Academy day, charges will be made. When such activities are arranged, parents, carers or guardians will be told how the charges were calculated.

Residential trips
Charges will be made for board and lodging, except for students whose parents, carers or guardians are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Housing Benefit, Child Tax Credit.

Other charges will be made to cover costs ie when the number of Academy sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents, carers or guardians will be told how the charges were calculated.

Academy mini-bus
Only the Academy's students, staff, parents, carers, guardians or volunteers may travel at a charge in the Academy mini-bus. Charges made for travel will cover only actual costs incurred, including depreciation; the service will not make a profit for the Academy.

Uniform
Support is offered with uniform and PE kit, parents, carers or guardians who would qualify for support are those in receipt of relevant benefits ie. those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Housing Benefit, Child Tax Credit. Support is offered up to the value of £50.

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 cannot or do not.

Parents, carers or guardians who would qualify for support are those in receipt of relevant benefits ie those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Housing Benefit, Child Tax Credit.

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

Arrangements for monitoring and evaluation

The Resources Committee will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.