

Ormiston Denes Academy

Charging & Remissions Policy

Policy Version Control

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| Policy prepared by | OAT Model Policy |
| Responsible committee | Finance & General Purposes |
| Date implemented | 22/11/2018 |
| Description of changes from the model policy (if any) | Suggested changes from Stone King Solicitors |

Ormiston Academies Trust

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| Policy type | Statutory OAT Policy |
| Policy prepared by (name and department) | Ormiston Denes Academy |
| Last review date | 22/11/2018 |
| Description of changes | Policy reviewed to comply with The Education (Independent School Standards) Regulations 2014. |
| Name and date of line manager's approval | Paul Mayne, FGP Governing Lead |
| Date released | 23/11/2018 |
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PREAMBLE

It is the right of every student to receive free Academy education and activities offered wholly or mainly during normal teaching time, must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides academies with the discretion to charge for optional extras provided wholly or mainly out of Academy hours and to invite voluntary contributions for the benefit of the Academy or in support of any activity organised by the Academy, whether during or outside Academy hours, the Academy will always take particular account of students whose families are suffering financial hardship. Decisions will be made on educational grounds and the Academy will endeavour to ensure that any activities which are deemed to take place mainly or wholly in Academy hours do not disrupt pupils' education.

POLICY STATEMENT

The Academy Trust's policy on specific matters relating to charging and remission is as follows:-

1 PRACTICAL SUBJECTS

Where parents have indicated in writing that they wish to own a finished product, the Academy may make a charge. The charge shall not exceed the cost of the materials used by the student.

2 TRANSPORT

Where a student travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of students whose families are in receipt of Income Support or Family Credit. Where activities of this sort are organised by an Academy, the Academy will be expected to meet the travelling costs of these students.

3 OPTIONAL EXTRAS

A charge may be made for optional extras provided wholly or mainly outside Academy hours except where such activities are provided:-

- (i) To fulfil any requirements specified in the syllabus for a prescribed public examination.
- (ii) Specifically to fulfil statutory duties relating to the national curriculum.
- (iii) Specifically to fulfil statutory duties relating to Religious Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating students and may include elements for:-

- (a) A student's travel costs.
- (b) A student's board and lodging costs.
- (c) Entrance fees to museums, castle, theatres etc.
- (d) Insurance costs.
- (e) The cost of cover for absent staff involved in the trip.

Board and lodging costs are covered under a separate heading.

4 BOARD AND LODGING

A charge may be made for board and lodging in connection with residential activities. The charge cannot exceed the actual cost of providing board and lodging and prior written confirmation from the parent is required that he/she is willing to pay the charge.

Where a residential activity is deemed to take place in Academy hours or take place outside Academy hours but is covered by the criteria (i), (ii) and (iii) shown in Section 3 of this policy statement, no charge for board and lodging can be made in respect of students whose parents are in receipt of Income Support. Where such activities are organised by the Academy, the Academy shall bear the cost of board and lodging for these students. Please see point 9 below.

5 TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT EXCEPT WHERE THE CRITERIA (i), (ii) AND (iii) SHOWN IN SECTION 3 OF THIS POLICY STATEMENT

Whilst group tuition remains free, the Academy reserves the right to make a charge for individual musical instrumental tuition, whether inside or outside Academy hours. Prior written confirmation must be obtained by the Academy from the parents that they are willing to pay the charge. The charge will include the cost of the teacher (based on a pro-rata calculation of his salary) and, where appropriate, the cost of sheet music and hire and insurance of the instrument.

6 PUBLIC EXAMINATIONS

Where a student has not been prepared for a public examination by the Academy (including GCSE resits) but has been allowed by the Academy to sit the examination at the Academy as an examination centre, the Academy may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge. Where an Academy prepares a student for a public examination not prescribed in regulations, even outside Academy hours, a charge should not be made for teaching costs or for the examination entry fee.

Where a student fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, the Academy may recover the fee from the parents regardless of whether the examination is prescribed.

7 BREAKAGES

Parents can be asked to pay for the cost of replacing broken windows or damaged books etc., where this is a result of students' behaviour.

8 PRIVATE USE OF ACADEMY FACILITIES

Governors delegate the responsibility for determining charges for the private use of Academy facilities by members of staff, for example, private telephone calls, reprographics and faxes to the Principal.

9 REMISSIONS

Where the parents of a pupil are in receipt of Income Support the Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within academy hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In some circumstances, there may be cases of family hardship, which makes it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of the remission will be made by the Principal in consultation with the Chair of Governors.

Families qualifying for remission or help with charges

Criteria for qualification for remission are given below.

Parents in receipt of:

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but not the Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week.
- Universal Credit.

