



# MacIntyre Academies Discovery Academy

## Charging and Remissions Policy

Person Responsible:	Principal
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## Charging and Remissions Policy

The Education Act 1996: Section 449-462 requires all schools to have a policy on charging and remissions for school activities, which will need to be kept under regular review.

The Local Advisory Board are responsible for determining the content of this policy and the Head Teacher for implementation.

Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Local Authority Board.

Discovery Academy believes that all our children and young people should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents/carers financial means.

We recognise the invaluable contribution that additional activities such as school or class visits to various establishments and educational visitors to the school, can make towards the children and young people's personal and social education.

### 1. Admissions

There is no charge for admissions.

### 2. Academy meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day in line with WCC charges and confirmed by the Local Advisory Board (LAB) of Discovery Academy.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the Academy set examinations list, where children have been prepared for the examinations by the academy. There is no charge for examinations that are not on the set list, but have been arranged by the Academy.

There is a charge of the examination entry fee(s) if the registered child or young person has not been prepared for the examination(s) at the Academy (see Optional extras under section 5)

### 4. Activities that take place during Academy hours (this does not include the break in the middle of the Academy day)

There is no charge for activities during Academy hours with the exception of music tuition (section 8)

There is no charge for transport during Academy hours to Academy organised activities for example, swimming or horse riding.

#### ***We may charge for:***

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music or vocal tuition (section 8)

### 5. Activities that take place outside of Academy hours (non-residential)

There is no charge for activities that take place outside of Academy hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the child or young person is being prepared for by the Academy
- part of the Academy's basic curriculum for religious education

**Optional extras:**

The Academy may charge for optional extras. Optional extras are:

- education provided outside of Academy 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 Academy
  - c) part of religious education
- examination entry fee(s) if the registered child or young person has not been prepared for the examination(s) at the Academy
- transport that is not taking the pupil to Academy or to other premises where the local authority or Local Advisory Board has arranged for the pupil to be provided with education
- board and lodging for a child or young person on a residential visit

**The cost of optional extras**

The Principal will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Principal on the recommendation of those responsible for finance within the Local Advisory Board.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 11**).

When 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
- non-teaching staff
- 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

Participation in any optional extra activity will be on the basis of parental/carer choice and a willingness to pay the charges. The Academy will need to have the agreement of parents or carers before organising the provision of an optional extra where charges will be made.

**6. Activities that take place *partly* during Academy hours either on or off site**

Where the majority of a non-residential activity takes place during Academy hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of Academy hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## 7. Residential activities

### **Our Academy will not charge for:**

- education provided on any visit that takes place during Academy hours
- education provided on any visit that takes place outside Academy hours, if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child or young person is being prepared for at the Academy, or part of religious education
- supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within Academy hours
- residential activities that take place during Academy hours

### **Our Academy will charge for: Board and Lodgings**

When any visit has been organised by the Academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during Academy hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 10 for more guidance on remissions.)

### **Travel**

Travel charges may apply when the residential activity takes place outside of Academy hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Activities**

The Academy may charge for residential activities that fall outside of Academy hours (**see section 5**)

## 8. Music tuition within Academy hours

Discovery Academy follows government legislation that states that all education provided during Academy hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the child or young person.

The Academy may charge for teaching requested by parents and delivered by specialist tutors, given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The Academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Discovery Academy is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within Academy hours will be remitted for pupils on free Academy meals.

## 9. Damage to property and breakages

Where Academy property has been wilfully damaged by a student, the Academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the Academy has been charged, the Academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

## 10. Remissions and concessions

The Academy will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit in prescribed circumstances;
- 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
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008

Children of families who receive these payments are also entitled to free Academy meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal and Chair of Local Advisory Board will authorise the remission of charges.

The Academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Local Advisory Board and Principal.

#### **11. Voluntary contributions**

The Academy, or Academy Local Advisory Board may ask for voluntary contributions to fund activities that will enrich our children and young people's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the Academy. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the Academy will in no way pressure parents or carers to make a contribution.

#### **12. Inability or unwillingness to pay**

Discovery Academy is committed to ensuring fair access and treatment of all children and young people, and this means ensuring that no child or young person is excluded from an activity because their parents or carers are unwilling or unable to pay.

If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or young person or the parents and carers who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.