



# MacIntyre Academies Discovery Academy

## Charging and Remissions Policy

Version	Purpose / Change	Responsibility	Date
V3	<p>1,2 New sections added: 1. Definitions and 2. Responsibilities. Any determinations will be considered by the Principal.</p> <p>4 The Principal will confirm the cost of academy meals</p> <p>9 The Principal will decide when it is necessary to charge for optional extras</p> <p>14 The Principal will decide where there should be a remission of charges</p> <p>17 The School Business Manager will monitor the implementation of the policy and review it every 3 years, or as required</p>	Principal	May 2021

Person Responsible:	Principal
Date of first draft:	2015
Date of staff consultation:	
Date adopted by the Trust Board:	July 2015
Date of implementation:	This version 01 09 17
Date reviewed: ( <i>annually</i> )	May 2021
Date of next review:	May 2024

## Charging and Remissions Policy

### Introduction

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.

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. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

### 2. Responsibilities

**The MacIntyre Academies Trust Board** delegate the responsibility for determining the content of this Policy to the Discovery Academy Local Advisory Board (LAB).

**The Local Advisory Board** are responsible for determining the content of the Policy and

**The Principal** is responsible for ensuring all staff are familiar with the policy and that it is being applied consistently. Any determinations with respect to individual parents/carers will be considered by the Principal.

**Discovery Academy staff** are responsible for implementing the policy consistently, and notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

### 3. Admissions

There is no charge for admissions.

### 4. Academy meals

There is no charge for children and young people who are entitled to free school meals. Children and young people 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 Principal.

### 5. Public examinations

There is no charge for examinations that are part of the curriculum and on the Academy set examinations list, where children and young people 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).

## **6. 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.

## **7. We may charge for:**

- Books and materials that the parent/carer wishes the child or young person to keep (the cost will be made clear to the parents/carer's before charge).
- Optional extras (section 5).
- Music or vocal tuition (section 8).

## **8. 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 learner is being prepared for by the Academy.
- Part of the Academy's basic curriculum for religious education

## **9. Optional extras:**

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

- Education provided outside of Academy time that is not:
  - Part of the National Curriculum.
  - Part of a syllabus for a prescribed public examination that the learner is being prepared for at the Academy.
  - Part of religious education.
- Examination entry fee(s) if the registered learner has not been prepared for the examination(s) at the Academy
- Transport that is not taking the learner to Academy or to other premises where the local authority or Local Advisory Board has arranged for the learner to be provided with education
- Board and lodging for a learner 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.

Any charge made in respect of individual children and young people will not exceed the actual cost of providing the optional extra activity, divided equally by the number of children and young people participating. Under no circumstances will other children and young people/parents/carers wishing to participate in the activity subsidise the cost for children and young people whose parents/carers 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.
- Support 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/carers 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.

#### **10. 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 6. 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 children and young people who do not wish to participate. In this case the charging of the activity will be the same as is outlined in section 8.

#### **11. 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 learner is being prepared for at the Academy, or part of religious education.
- Supply teachers to cover for those teachers who are absent from the Academy accompanying children and young people 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/carers 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/carers 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 learner. These charges may not apply to those children and young people entitled to remissions, but no other children and young people 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)

## **12. 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 learner.

The Academy may charge for teaching requested by parents/carer's and delivered by specialist tutors, given to either an individual learner 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 learner. This includes instruments, music books and exam fees.

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

## **13. Damage to property and breakages**

Where Academy property has been wilfully damaged by a child or young person, including malicious discharge of the fire alarm, 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 child or young person, 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.

## **14. Remissions and concessions**

The Academy will consider 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/carers who are eligible for the remission of charges will be dealt with confidentially.

The Principal 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 children and young people, and this will be determined by the Principal.

## **15. Voluntary contributions**

The Academy may ask for voluntary contributions to fund activities that will enrich a child or young person's education.

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

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 contribute.

#### **16. 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 learner is excluded from an activity because their parents/carers are unwilling or unable to pay.

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

#### **17. Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the School Business Manager every 3 years, or earlier if required.

At every review, the Principal will present the policy to the Discovery Academy Local Advisory Board for approval.