

# Serlby Park Academy

## Charging and Remissions Policy

*Setting standards for success*

Submission Date	Summary of Changes Required
Draft 1 to EWG03 01 06 11	Approved without amendment.
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Approved By:	Date of Approval	Version Approved	Comments
DfE	07 06 11	2.0	Approved without amendment
PSG	13 06 11	2.0	Approved without amendment

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## 1.0 Roles and Responsibilities

This academy is a member of the ~~School Partnership Trust~~ Delta Academies Trust Academies (DAT). It will work closely with DAT personnel and other DAT academies to fully implement DAT guidance in this area. The Local Governing Body of this academy will fully reflect DAT guidelines when determining the content of this policy. Any determination with respect to individual parents/carers will be considered jointly by the Principal and Local Governing Body. **The Administration, Facilities and Finance Manager** will take responsibility for the implementation of this policy and provision and on an operational basis, also for management, responsibility and evaluation of this policy

## 2.0 Suggested Audience

All administration, teaching and support staff and parents/carers. As part of their academy induction and professional development, these members of staff will participate in training which will enable them to competently use the procedures and principles defined in this policy.

## 3.0 Academy Mission Statement

*Setting standards for success*

## 4.0 Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

## 5.0 Activities for which charges cannot be made

5.1 The Local Governing Body recognises that legislation prohibits charges for the following:

- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside academy hours, if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education.
- Tuition for pupils learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy.

- Entry for a prescribed public examination, if the pupil has been prepared for it at the academy.
- In exceptional circumstances, examination re-sits and at the discretion of the Principal.
- Education provided on any trip that takes place during academy hours that is part of the National Curriculum or an examination course.
- Education provided on any trip 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 pupil is being prepared for at the academy, or part of religious education.
- Supply teachers to cover those teachers who are absent from the academy accompanying pupils on National Curriculum or examination courses.
- Transporting registered pupils to or from the academy premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Local Governing Body or in the past, the local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy.

## **6.0 Activities for which charges may be made**

- 6.1 The Local Governing Body and Principal will consider asking parents/carers to meet the costs of the activities detailed below. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each pupil. Lessons / activities will not be confirmed until parental/carers agreement has been received, ideally by return of a signed reply slip.

Activity	Note
Board and lodging on residential trips	Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place
<p>The proportionate costs for any pupil on activities wholly or mainly outside academy hours ('Optional extras') to meet the costs of:</p> <ul style="list-style-type: none"> <li>•1 Travel</li> <li>•2 Materials and equipment</li> <li>•3 Non teaching staff costs</li> <li>•4 Entrance fees</li> <li>•5 Insurance costs</li> </ul>	
Vocal and musical instrumental tuition	Charges to cover additional costs incurred by the academy, beyond any element covered by public funding
Re-sits for public examinations where no further preparation has been provided by the academy	
Examination fees where a pupil fails without good reason to sit an exam	After consultation with parents/carers
Any other education, transport or examinations where no further preparation has been provided by the academy	
Any other education, transport or examinations fee unless charges are specifically prohibited	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the pupil	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the academy, beyond any element covered by public funding
Any extended academy activity	Charges to cover the additional costs incurred by the academy, beyond any element covered by public funding
Damage/ vandalism / loss to and of academy property or services	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Replacement of any damaged parts caused by pupils setting off fire alarms for a prank	A charge of £50 will be made to a pupil who deliberately triggers the fire alarm knowing there to be no fire.

- 6.2 The academy will make every effort to ensure that all information clearly defines costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

## **7.0 Remissions**

- 7.1 As far as its resources allow, the academy will support pupils and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision, where a voluntary parental contribution may be necessary, for any activity to be financially viable. This applies particularly to those pupils whose families receive support payments, such as those detailed below. While each case for support will be reviewed sympathetically, and in full confidence, the academy itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its pupils.

- 7.2 Pupils whose parents/carers are in receipt of the following support payments will, on addition to having a free academy lunch entitlement, also be entitled to apply to the academy for some remission of charges for board and lodging costs during residential and other academy trips.

- 7.3 The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £15,575 for 2008-2009 (in respect of this item, account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit

- 7.4 All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the academy in confidence if they would like their child / children to participate, giving details of the relevant benefit, so if necessary the academy can confirm this.

## 8.0 Voluntary Contributions

- 8.1 The Principal may ask parents/carers for a voluntary contribution to support academy activities.
- 8.2 The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers:
- a) That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay.
  - b) That pupils at the academy will not be treated differently whether or not their parents/carers have made any contribution in response to the request.
  - c) The activity may not take place if insufficient contributions are made.
- 8.3 The responsibility for determining the level of voluntary contribution will be delegated to either the academy's business manager or SPTA's/DAT's Director of Finance, under the direction of the Principal.
- 8.4 The sponsor has a Foundation Fund which the academy will be able to access, to support its voluntary activities

## 9.0 Lettings

The academy will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the academy, the charge will be based on the site staff overtime costs.

All potential academy users will be made aware on application that they will be expected to use the academy in accordance with the ethos of the sponsor, partners and the academy.

## 10.0 Other charges

The Principal, DATPTA, the academy Finance Committee or Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## 11.0 Academy Meals

The Local Governing Body will determine and publish annually the price to be charged for academy meals.

## 12.0 Monitoring and Review

**The Administration, Facilities and Finance Manager** is responsible for monitoring all aspects of this policy. An annual written report will be made to the Governing Body, giving precise figures around charges and parental/carer contributions.

## 13.0 Approval by the Local Governing Body and Review Date

This policy has been formally approved and adopted by the Local Governing Body at a formally convened meeting

Policy approved:

\_\_\_\_\_  
(Chair of Local Governing Body)

Date:

\_\_\_\_\_

Date of Policy review:

\_\_\_\_\_

**End of Statement**