

Lord Grey Academy

CHARGING AND REMISSIONS POLICY

Mission Statement

‘Lord Grey Academy is a future-driven, aspirational and inclusive academy offering all learners outstanding social and academic opportunities. Our international, national and local community links promote the development of fulfilled and successful young people. We aim to maximise learner potential to the highest academic levels and to encourage a love of learning that will last a lifetime. We are a high achieving academy with an ambition to become an outstanding first choice local academy’.

Motto: **Aspire, Learn, Achieve**

POLICY MANAGER:	Debbie Hawkins
COMMITTEE:	Resources Committee
REVIEW DATE:	Summer 2018
NEXT REVIEW DATE:	Summer 2019

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1. Introduction

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996, sections 449-462.

2. Objectives

The objectives of the charging provisions in the Act are:

- To maintain the right to free school education.
- To establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give schools the discretion to charge for optional activities provided wholly or mainly outside school hours.
- To confirm the right of schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The Local Governing Body of the school is responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parental requests will be considered by the Principal.

3. Prohibition of Charges

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

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the schools' basic curriculum for Religious Education. Voluntary payments can be made.
- Tuition for students learning to play musical instruments, if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the student. Voluntary payments can be made.
- First sitting entry for a prescribed public examination, if the student has been prepared for it at the school.
- Education provided on any trip that takes place during school hours. Voluntary payment can be made.

- Supply teachers' costs to cover those teachers who are absent from school accompanying students on a residential trip.
- Transporting registered students to or from the school premises where the Local Governing Body has a statutory obligation to provide transport.
- Transporting registered students to other premises where the Local Governing Body has a statutory obligation to provide transport.
- Transporting registered students to other premises where the Local Governing Body has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when (s)he has been prepared for that examination at the school.
- Transport provided in connection with an educational trip. Voluntary contributions can be made.

4. Charges

The following charges will be made by the Local Governing Body:

- Charges will be made for students' board and lodging which will be equal to but not exceed the cost on trips.
- The proportionate costs for an individual child for optional or extra activities provided wholly or mainly outside school hours, for example concerts and performing arts events. Such activities are not part of the National Curriculum, nor are they part of an examination syllabus. Charges will meet the costs of:
 - Travel and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs.
- Individual or group tuition in the playing of a musical instrument where this is not an essential part of the National Curriculum or a public examination syllabus being followed by the student(s). See Instrumental Lessons Policy for further details.
- Re-sits for public examinations where no further preparation has been provided by the school. The full cost of the examination will be charged.
- Costs of non-prescribed examinations where no further preparation has been provided by the school. The full cost of the examination will be charged.
- Re-sits for public examinations where a student has failed without good reason to complete the requirements and which the Local Governing Body or the Academy paid (or agreed to pay) the entry fee. The full cost of the examination will be charged.
- Any other education, transport or examination fee. The full costs will be charged.
- Breakages and replacements as a result of damages caused wilfully or negligently by students. Up to 100% of the costs will be charged at the discretion of the Business Manager.
- Extra-curricular activities and school clubs. Proportionate costs will be charged.
- If a non-residential activity happens partly inside the school 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 school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

- Charges for materials or ingredients where the students wish to have the finished product. The full costs will be charged.
- Cost of transport to take part in Work Experience. Full costs will be charged.

However, in all cases above, parents can write to the Principal for a full or part waiver of the fees if they are facing financial difficulties. In these cases remission will be at the discretion of the Principal. Proof of parental income is required by the Principal when such a request is made in writing in accordance with Section 6.

5. Voluntary Contributions

Parents will, from time to time, be invited to make a voluntary contribution for the benefit of the school or a school activity. Requests for a voluntary contribution in no way represent a charge and parents should note:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- That registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However if insufficient voluntary contributions are received, then the school activity may have to be cancelled.

6. Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income support
- Employment and Support Allowance – income related only
- Income based Jobseekers Allowance (NOT contribution based JSA)
- Child Tax Credit only, (with a combined family income of less than £16,190 per annum as assessed by HM Revenues and Customs) – as at April 2012
- National Asylum Seekers Support (NASS)
- Guaranteed element of Pension Tax Credit
- Universal credit.

(Please note anyone receiving Working Tax Credit, regardless of income, will NOT qualify for FSMs).

Special consideration may be made for hardship cases not fulfilling the above criteria. Where possible, the Principal may apply discretion.

For post 16 students, the Sixth Form Bursary can be used for a contribution towards trips, at the discretion of the Director of Sixth Form, on a case by case basis. Applications for this funding should be made by a letter of request from the student (if over 16) and/or the parent/carer. Alternatively pastoral staff can make the request.

7. School Uniform and Pupil Premium

Pupil Premium funding can be used for a contribution towards trips, at the discretion of the Director of Inclusion, on a case by case basis. Applications for this funding should be made by a letter of request from the parent/carer. Alternatively pastoral staff can make the request.

The school holds a small amount of funds within the School Fund to pay for school uniform in cases of hardship. Any parent wanting remission on school uniform should write to the Principal, stating their reasons and outlining their financial hardship. Criteria will be applied consistent with this policy as per Section 6.

The school will support Pupil Premium students in a variety of ways, as the school gains some additional funding for such students. Support might be:

- Uniform
- Equipment and textbooks
- Breakfast, lunch or snack provision at clubs
- Trips and visits subsidy
- Smaller class sizes
- Funding for special events, e.g. Ride High
- Eden Centre support, as appropriate
- Christmas hamper
- Revision guides and Maths aids.

8. Freedom of Information Act 2000

- Members of the public have a statutory right under the Freedom of Information Act to make a request to the school to see information about themselves or their child. Naturally, no charge is made by the school for information sourced from the school's website, which is very comprehensive.
- For parents of present or prospective students (including parents who want information to help them decide if they wish their child to attend the school), single copies of all relevant and available public information are provided free of charge. However, should a request for information involve a large amount of personal or non-standard paperwork or duplication, the school reserves the right to charge 30p per sheet to cover duplication and administrative costs. Where a whole folder is requested there will be a minimum charge of £5.00 up to a maximum of £10.00 depending on the size of the file.
- When a member of the general public or a member of a professional Board requests the information, then the standard charge will be made to cover duplication, postage and administrative costs, at a minimum of £5.00 and up to a maximum of £10.00 for duplication, depending on the size document(s).
- This in no way conflicts with any regulations of GDPR, 2018.

- In all cases where a cost is to be levied the purchaser will be informed of the cost and requested to pay the correct amount in advance, i.e. before the work is undertaken.

9. Changes Log

Section Changed	Changed by	When change made
Pupil Premium section added	Tracey Jones	31.05.16
Grammatical changes	Jane Kenyon	24.05.17
Proof read and minor changes	Tracey Jones	15.09.17
LG School to LG Academy	Jane Kenyon	18.04.18
Mention of GDPR	Tracey Jones	28.05.18