



# Hollinsclough C of E Academy

## Charging and Remissions Policy: 2016

### Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'*

### ***Developing potential***

#### **Purpose**

The purpose of the policy is to ensure that, during the academic day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the academy. Our academic day is defined as between **8.45am and 3.15pm**

#### **Equality Duty / Impact**

This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position, and is cross-referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special / additional educational needs and whistle blowing policies.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

#### **British Values**

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of our academy and to society more widely.

Whilst with us, parents can expect their children to acquire a broad general knowledge of and respect for the public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with a respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion or background.

#### **Relationship to other academy policies**

The policy complements our equal opportunities and child protection policies.

#### **During the academic day**

All activities that are a necessary part of the National Curriculum, including religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the academy and an external event or activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum, or a public examination syllabus being followed by the pupil(s), a charge will be made.

Contributions may be sought for activities during the academic day which entail additional costs. These contributions are voluntary and no pupil will be treated differently according to whether or not their parents have made any contribution in response to this or any other request

#### **Optional activities outside of the academic day**

We will charge for optional, extra activities provided outside of the academic day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

#### **Education partly during the academic day**

If a non-residential activity happens partly during the academic 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 academic day. Conversely,

if the bigger proportion of time spent falls outside of the normal academic day, charges are permitted and may be levied. When such activities are arranged parents will be made aware of the charges.

### **Adventure / Outdoor Weeks**

Charges are levied to offset some of the cost of the Adventure / Outdoor week, except for pupils whose parents are in receipt of Income Support, Child Tax Credit, Disability Living Allowance or an income-based Jobseeker's Allowance. We will also consider genuine cases of hardship, which the above does not cover.

Remaining costs are met from the academy budget and by other direct payments made by our PTA.

### **Activities for which charging is permitted**

- The full cost of board and lodging on a residential visit
- The full cost of individual tuition in the playing of a musical instrument or singing (whether in school time or not) except as set out below that no charge may be made for tuition provided during school hours for looked-after children
- The full cost of activities which take place wholly or mainly outside school hours but which are not provided for the syllabus for a prescribed public examination and are not required to fulfil statutory duties related to the national curriculum.
- The full costs of entering the student for a public examination not prescribed in regulations and for preparing students for such an examination outside school hours.
- The full costs of entering a student for a public examination where the student has not been prepared by the school for the examination
- The full costs of entering the student in an exam for which the school has prepared the student if the student fails without good reason to meet any examination requirement for that syllabus. It shall be for the school to determine what a good reason is.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the academic day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and PTA fundraising. As much notice as possible will be given to parents of the activity and the charge.

Parents who would qualify for automatic support are those in receipt of Income Support, Child Tax Credit, Disability Living Allowance or an income-based Jobseeker's Allowance.

Best value will be sought in planning activities that incur costs to the academy and / or charges to parents.

### **Remissions – the minimum legal requirement**

#### **Parents on Benefits**

Remission of charges for parents in receipt of Income Support, Income based Jobseeker's Allowance, Support under Part IV of the Immigration and Asylum Act 1999, or Child Tax Credit (provided that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed and an income related employment and support allowance

- The full cost of board and lodging on residential visits in school time
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
  - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
  - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002
- A proportion of the costs associated with individual tuition of the playing of a musical instrument, whether in or out of academy hours

#### **General Remission**

The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost

### **Looked After Children**

No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)

### **Arrangements for monitoring and evaluation**

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

### **Implementation of this procedure / policy**

Our academy will manage implementation of this procedure / policy with the support and guidance of recognised bodies relating to it.

### **General**

This procedure / policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

**Signed...**



**Designation:** Chair of Governors ~~\_\_\_\_\_~~ **Date...** April 2016

**Signed...**



**Designation:** Headteacher **Date...** April 2016