



*Creative  
Education  
Trust*

# Charging and remissions Policy

## Academy: Woodlands Primary Academy

### 1. Rationale

To set out what charges will be levied for Academy activities, external lettings and extended Academy 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. Roles and Responsibilities

The Principal (or Head Teacher, as the case may be) is responsible for determining and reviewing the content of this policy for its implementation via the Academy's Regional Head of Finance. Any determinations with respect to individual parents/carers or outside bodies will be considered by the Principal or Vice Principal (or Deputy Head, as the case may be).

### 3. Definitions

- **Extended Academy provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends
- **External Lettings** – letting to an organisation other than the school
- **Remission** – where a charge is not payable, either in full or in part

### 4. Prohibition of Charges

The Academy Council recognises that the 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 student is being prepared for at the Academy, or part of religious education;
- 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;
- entry for a prescribed public examination, if the student has been prepared for it at the Academy;
- 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 student is being prepared for at the Academy, or part of the Academy's basic curriculum for religious education;

- supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit;
- transporting registered students to or from the Academy premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the Academy;
- transport provided in connection with an educational visit.

**The following charges will apply but should be read in conjunction with the Remissions section below:**

1. board and lodging on residential visits (not to exceed the costs)<sup>1</sup>;
2. activities wholly or mainly outside Academy hours which are not a requirement of a public examination or the national curriculum;
3. re-sits for public examinations in accordance with the Academy's examination policy<sup>2</sup>;
4. costs of non-prescribed examinations where no further preparation has been provided by the Academy<sup>2</sup>
5. the entry fees for public examinations when the examination is not sat because of non-attendance for unacceptable reasons or incomplete coursework<sup>2</sup>;
6. appeals against examination marks in accordance with the Academy's examination policy<sup>2</sup>;
7. either a proportion or the total cost of breakages and replacements as a result of damages or losses caused wilfully or negligently by students;
8. extra-curricular activities and Academy clubs;
9. hire of musical instruments;
10. music tuition;
11. external letting of Academy premises or grounds (see Appendix 1 attached)
12. external letting of the Academy minibus (to the extent permissible);
13. extended Academy provision e.g. food and drinks consumed at breakfast club; and
14. charges for materials or ingredients for practical subjects where the students wish to have the finished product (alternatively, the Academy may supply these items).

Refunds for non-attendance at visits will be at the discretion of the Principal / Vice Principal.

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<sup>1</sup> Students of parents who choose not to pay the charge being levied by the Academy for a visit or who do not wish their child to participate in a visit will remain at the Academy and participate in normal curriculum activities.

<sup>2</sup> The Academy Exam Policy and documents are available to view on request. Applicable charges are at cost.



## **5. Remissions**

Children whose parents are in receipt of Universal Credit will, in addition to having a free school lunch entitlement, also be entitled to some remission of charges for board and lodging costs during residential school visits, school uniform and some educational equipment, as determined by the Academy Council. Children whose parents are in receipt of the following will be similarly entitled:

1. Income Support;
2. Income Based Jobseeker's Allowance;
3. Income Related Employment and Support Allowance;
4. Child Tax Credit, but not Working Tax Credit, and the household income is not more than the levels stated in Government guidelines
5. the guaranteed element of State Pension Credit (from 30 April 2005);
6. Support under part VI of the Immigration and Asylum Act 1999.

The Principal and/or Governors will give consideration to individual hardship cases not contained within the exemptions above.

## **6. Voluntary Contribution**

Parents will be invited to make a voluntary contribution for transport, entrance fees or other charges in connection with an educational visit. Whilst no student will be denied a place due to inability to pay, we will be unable to run educational visits unless the costs are substantially covered.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. It will be made clear to parents that because the contribution is genuinely voluntary, no parent is under any obligation to pay.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.



## Appendix 1

### LETTING CHARGES

#### CHARGES PER HOUR (OR PER MATCH FOR PITCHES)

	CHARGES PER HOUR
Class Room/Conference Room	
Dining Room/Lecture Theatre	
Gym (no heating)	
Hall without heating	
Hall with heating	
Pitch	
Changing Rooms	
Opening/closing fee (Thurs, Fri & weekends)	
Movement of furniture	
Hire of equipment (e.g. mats gym)	

Items above are subject to terms and condition which may include a minimum period of rental.