



Making a Difference

Phoenix Park Academy



Charges and Remissions Policy



WELLSPRING
ACADEMY TRUST

We Make A Difference

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Charging and Remissions

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1.0 Introduction

We believe this policy should be a working document that is fit for purpose, represents the academy ethos and enables consistency and quality across the academy.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during academy hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children. Under no circumstances will we pressurise parents when we make a request for voluntary contributions.

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this academy.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

2.0 Aim

- To outline what the academy can and cannot charge for.
- To outline the academy policy for voluntary contributions and remissions.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other academies, Wellspring Trust and the local authority to share good practice in order to improve this policy.

3.0 Responsibility for the Policy and Procedure

3.1 Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Executive Principal to ensure all academy personnel and visitors to the academy are aware of and comply with this policy;
- responsibility for ensuring that the academy complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy;
- the responsibility of involving the School Council in:
 - organising surveys to gauge the thoughts of all pupils;
- Nominated a link governor (Finance Governor) to:
 - visit the academy regularly;
 - work closely with the Executive Principal and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the academy is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.

3.2 Role of the Executive Principal

The Executive Principal will:

- ensure all academy personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, academy personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy

4. Charging

4.1 Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within academy hours;
- for the National Curriculum programme out-of-academy hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the academy day;
- for education provided on any educational visit outside academy hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the entry to public examination which is on the prescribed list;
- examination re-sits;
- an educational visit has been planned.

Charges for transport cannot be made if:

- transport in connection with an educational visit;
- transporting pupils to and from the academy premises when it is the statutory obligation of the local authority;
- transporting pupils to other premises to be educated where the governing body or local authority has arranged this;

4.2 Conditions when charges can be made

Parents/ Carers must be fully aware that the academy can charge for:

- any materials, books, instruments, or equipment if a child's parents/carer wish him/her to own them;
- damages to academy property caused by a student;
- vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents/carers;
- optional extras such as:
 - education provided outside academy hours that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination;
 - part of religious education.
- examination fees if the pupil has not been prepared for the examination at the academy;
- If, without a medical certificate for explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy may seek to recover the fee from the parent/carer;
- There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made which are not supported by the Academy;
- residential board and lodging fees for an educational visit;
- after-academy clubs.

5.0 Remissions

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that they will not be charged board and lodging fees for any residential visit if they can prove that they are on state benefits such as:
 - Universal Credit
 - Income Support
 - Income Based Jobseekers Allowance,
 - Support under part V1 of the Immigration and Asylum Act 1999
 - Child Tax Credit
 - The guaranteed element of State Pension Credit

- create an academy budget that will support parent/carers who are unable to pay voluntary contributions – this will be funded through fund raising activities at the academy

We will remit any charge wholly or partly if any activity takes place:

- mostly within academy hours or;
- partly within and partly outside academy hours

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Executive Principal.

6.0 Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the academy or any academy activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay.

7.0 Refunds

Refunds will be given if:

- an educational visit / academy event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

8.0 Raising Awareness of this Policy

Parents/Carers must be made fully aware what the academy can or cannot charge for.

We will raise awareness of this policy via:

- the academy Handbook/Prospectus
- the academy website
- the Staff Handbook
- meetings with parents/carers such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- academy events
- meetings with academy personnel
- communications with home such as weekly newsletters and end of half term newsletters
- reports such annual report to parents and Executive Principal reports to the Governing Body
- information displays in the main academy entrance