

Flegg High Ormiston Academy

Charging & Remissions Policy

Introduction

The Academy is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996. Governors adopt this policy in line with their stated aims and principles.

The governing body confirm their belief that this policy is in line with legislation.

The governing body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a students' personal and social education. The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

General Principle

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- A National Curriculum requirements but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However, there are exceptions where the school can make charges.

Exceptions

a. **MATERIALS FOR CURRICULUM ACTIVITIES:** When pupils take home articles they have made, the finished product becomes the property of the pupil. The academy may make a charge for provided materials used or in the provision of ingredients or materials for certain activities. A pupil will not be treated differently in the production of artefacts if they indicate they do not wish to take home the 'finished' product or if they are unable to provide ingredients or materials

b. **TUITION:** Charges can be made for music tuition to individuals and small groups of up to and including four pupils. A charge is made for pupils who are taught woodwind, brass, percussion string instruments, and piano as detailed in the appendix to this policy. The charges meet the cost of hiring the services of peripatetic music teachers.

c. **RESIDENTIAL EDUCATIONAL VISITS:** Charges can be made for 'board and lodging' on these visits, with this part of the cost clearly identified. Parents will be requested to meet the other costs of the visit by means of voluntary contribution, if half or more of the time of the visit falls within the

Name of Policy: Charging and Remissions Policy

academy day period. If more than half of the visit time falls in non-academy period time, then a full charge can be made for all costs incurred.

To assist with the assessment of the financial viability of a visit requests for claims for remission are to be made at the time of the initial promotion of the visit to establish whether sufficient contributions will enable the visit to go ahead.

In the event of there being insufficient support through voluntary contributions, then a visit would be cancelled. As a rule, a non-returnable deposit is requested for Residential Visits to cover costs of deposits to third parties and towards a proportional cost of transport.

d. **DAY VISITS:** Parents will be asked to make a voluntary contribution to any transport or admission charges incurred as part of a day visit.

e. **EXTRA CURRICULAR ACTIVITIES:** Each extra-curricular activity or course provided by staff or volunteers will be separately costed and participants charged as appropriate in order to ensure there is not a deficit or significant profit. Children will be charged for the complete fees at the beginning of each course or activity and issued with receipts. Where an external provider is used, the charging process and amounts will be subject to the Principal's approval.

f. **EXAMINATION FEES:** Refer to the Examinations Policy for details.

g. **DAMAGE AND NEGLIGENCE:** Pupils may be asked to pay for the replacement of damaged or lost equipment, including books, where this is caused by the pupil's misbehaviour or negligence. Photocopying and/or printing which is not required by a member of staff may be charged for.

h. **SPONSORED EVENTS:** Voluntary donations may be requested for non-uniform days and sponsored events.

j. **REFUNDS:** In the event of an excess of income over expenditure arising from any organised visit, refunds will be made in line with the following conditions:

- I. A refund will be made when a pupil is unable to take part in a day visit in academy time for which a charge/contribution has been made, when non-participation is a result of an authorised absence for registration purposes.
- II. If non-participation on a day visit in academy time is due to reasons other than those deemed to be in line with an official 'authorised absence', any refunds will be at the discretion of the principal, the payee having been previously informed that refunds were subject to the 'authorised absence' condition and that such payments were non-returnable if this condition was not met.

- III. Deposits for residential visits will, if appropriate, be deemed non-returnable. Refund of deposit and subsequent payments for residential visits will be subject to the conditions laid down by any third party from who services were being purchased (e.g. travel companies and providers of accommodation and services etc.).
- IV. At the discretion of the Principal (exceptional circumstances.)

CHARGES AND REMISSION RATES

- 1 The cost of music lessons is set by each teacher or for those that are provided through the County Music Service, by the County. The academy adds an administration fee of £5 if fees are not paid by due date.
2. If any visit has an income over expenditure excess of more than £5 per head a refund will be made.

Voluntary Contributions

The Act permits voluntary contributions to be requested for any specific visit or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student will be excluded from a visit or activity because of an inability or unwillingness to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

Remissions & Support

It is our aim that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Where a parent does not receive an eligible benefit the Academy will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the final payment deadline for the trip or activity.

Review: To be reviewed every 2 years

Reviewed by: Jane Bennett, Principal May 2024

Name of Policy: Charging and Remissions Policy