



LORD LAWSON OF BEAMISH ACADEMY

CHARGING AND REMISSIONS POLICY

Originator: Linda Alder

Revision: 002

Reviewed by Governing Body: December 2019

Date of next review: December 2020



Charging and Remissions Policy

1.0 Roles and Responsibilities

1.1 The Governing Body of the Academy is responsible for determining the content of this policy and the Principal for implementation. Any determination with respect to individual parents/carers will be considered jointly by the Principal and Governing Body. While the responsibility for the implementation of this policy and provision rests with the Principal, on an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Assistant Principal (Business Manager).

2.0 Suggested Audience

2.1 All staff and parents

3.0 Aim

3.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

4.0 Activities for which charges cannot be made

4.1 The Governing Body recognises that legislation prohibits charges for the following:

- An admission application
- 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 pupil is being prepared for at the Academy, or part of religious education.
- Tuition for pupils learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the Academy.
- In exceptional circumstances examination re-sits and at the discretion of the Principal.



- Education provided on any trip that takes place during Academy hours that is part of the National Curriculum or an examination.
- Education provided on any trip 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 pupil is being prepared for at the Academy, or part of religious education.
- Supply teachers to cover those teachers who are absent from the Academy accompanying pupils on National Curriculum or Examination Courses.
- Transporting registered pupils to or from the Academy premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or in the past, the Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the Academy.

5.0 Activities for which charges may be made

- 5.1 The Governing Body and Principal will consider asking parents/carers to meet the costs of the activities detailed in the following table. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each pupil. Lessons / activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.



Activity	Note
Board and lodging on residential trips	Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place
Materials or equipment if parents/carers indicate in advance that they want the child to bring it home.	
The proportionate costs for any pupil on activities wholly or mainly outside Academy hours ('Optional extras') to meet the costs of: <ul data-bbox="284 875 738 1133" style="list-style-type: none">• Travel• Materials and equipment• Non teaching staff costs and costs of staff specifically engaged for the activity• Entrance fees• Insurance costs	
Vocal and musical instrumental tuition	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding
Re-sits for public examinations where no further preparation has been provided by the Academy	
Examination fees where a pupil fails without good reason to sit an exam	After consultation with parents/carers
Any other education, transport or examinations where no further preparation has been provided by the Academy	
Any other education, transport or examinations fee unless charges are specifically prohibited	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the pupil	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding
Any extended Academy activity	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding



5.2 The Academy will make every effort to ensure that all information lays out costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

6.0 Remissions

6.1 Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free Academy meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential and other Academy trips.

6.2 The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Income-Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 (as at April 2013) (in respect of this item, account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit

A child aged 16-18 is also entitled if they receive any of the above benefits in their own right.

6.3 All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the Academy in confidence if they would like their child / children to participate, giving details of the relevant benefit, so if necessary the Academy can confirm this.

7.0 Voluntary Contributions

7.1 The Principal may ask parents/carers for a voluntary contribution to support Academy activities.

7.2 The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers:



- a) That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay.
- b) That registered pupils at the Academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- c) The activity may not take place if insufficient contributions are made.

7.3 The responsibility for determining the level of voluntary contribution is delegated to the Assistant Principal (School Business Manager), under the direction of the Principal.

7.4 The Assistant Principal (Pastoral) will have the responsibility for determining which pupils attend an activity.

8.0 Lettings

8.1 The Academy will make its facilities available to outside users and works in partnership with SLS who manage the lettings on behalf of the Academy. There is a yearly donation paid to the Academy dependant on the number of lettings during the year.

9.0 Other charges

9.1 Charges may be made in accordance with the Data Protection and Freedom of Information Act legislation.

10.0 Academy Meals

10.1 The Governing Body will delegate responsibility to the Assistant Principal (Business Manager) will publish annually the price to be charged for Academy meals.

11.0 Monitoring and Review

11.1 The Assistant Principal (Business Manager), is responsible for monitoring all aspects of this policy. An annual written report will be made to the Governing Body, giving precise figures around charges and parental/carer contributions.