

# CHARGING & REMISSIONS POLICY

(Statutory policy)

This policy links with: Trips and Visits Policy

This policy was approved by the Finance & Operations Committee:	March 2016
For ratification by the Full Trust Board:	May 2016
This policy will be reviewed in:	May 2018
This policy will be reviewed by:	Mr I Smith



## **Strategic Framework 2015-2018**

### **MISSION STATEMENT**

We are proud to be part of the unique community of Dover Christ Church Academy where everyone is valued, supported and challenged to achieve their very best. Through our partnership with Canterbury Christ Church University, we all work hard to provide the highest quality education. We are committed to excellence, inspiring teaching in outstanding buildings, where students enjoy learning and make excellent progress. We believe that anything is possible and through our high aspirations and everyone's hard work, students will achieve their goals and go on to live full and meaningful lives.

### **VALUES**

- The development of the whole person, respecting and nurturing the inherent dignity and potential of each individual
- The development and delivery of excellent teaching and learning
- The power of education and lifelong learning to transform individuals, communities and nations
- Our friendly, inclusive and professional community of students, staff and families preparing individuals to contribute to a just and sustainable future

## Purpose

Under the terms of the Education Act 1996, the Trust Board of Dover Christ Church Academy Trust must have a policy on charging students to participate in school activities.

By law, students may not be charged for taking part in activities that take place during the school day. However parents may be asked for voluntary contributions but if they are unable to contribute, their child should not be prevented from participating should the activity go ahead.

Legislation allows schools to charge for certain activities which take place outside school hours. The Dover Christ Church Academy policy applies to charges made to parents or carers and to private individuals or third party organisations that use the facilities or rent school premises.

## Voluntary Contributions

The 1996 Act gives the Academy the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours.

When voluntary contributions are requested, the terms of the request will clearly state:

- A suggested amount for a contribution to cover costs
- There is no obligation to contribute
- Pupils will not be treated differently according to whether their parents have made a contribution
- The proposed activity may not take place unless a substantial majority of parents contribute

## Procedure

- 1. Admissions** – no charge shall be made in respect of admission unless it is for the purpose of:
  - Part-time education for persons over compulsory school age
  - Full-time education for persons over compulsory school age
  - Teacher training
- 2. Provision of education** – no charge shall be made in relation to the education of registered students where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The Academy may charge persons who are not registered students at the Academy for education provided or for the use of Academy facilities.
- 3. Musical Instrument tuition** – the Academy will review on a yearly basis whether a contribution towards musical instrument tuition is necessary, either on an individual basis or for a group of students where the lesson is not considered to be part of the National Curriculum or is not preparation for a public exam. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus.

- 4. Musical Instrument hire** – the music department has a small number of instruments that are available for hire to students. A charge will be raised on a termly basis. It is the responsibility of the parent to ensure that the instrument is covered by their own household contents insurance. If the instrument is lost or damaged the parent will be charged for the cost of replacement.
- 5. Practical subject charge** – charges will be made for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. Any student involved in projects where materials are uniquely expensive pay for materials in advance, based on prices obtained beforehand from the Subject Leader.
- 6. Visits during the school day** – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.
- 7. Visits outside the school day including residential visits** – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.
- 8. Public examinations** – No charge shall be made in respect of the entry of a registered student at the Academy. However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parent. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the Academy. Entry for resit examinations can be subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original, then a refund is made for the fee.
- 9. Optional extra visits** – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip with all payments being made in advance.
- 10. Breakages** – The cost relating to breakages/damage/fines are charged to parents and in the event that a payment has not been received they can be pursued as a civil debt. A charge will also apply for loss or damage to Academy property which is placed under the responsibility of the student which may be taken off the premises

### **Remission of Parent/Student charges**

Parents who find themselves in financial difficulties and who are in receipt of income support, income based job seekers allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit provided that working tax credit is not also received and that the family's income does not exceed £20,817 (financial year 2015/16) may apply to the Academy for financial support. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims.

### **Third Party Lettings/Use of Facilities**

Facilities will only be let where they are not required for purposes of education. Under no circumstances will lettings be subsidised from resources provided for students' education. The charge is agreed between the Academy and the hirer.

All hirers will need to demonstrate that they have adequate insurance to compensate the school for any damage they cause and a copy of the insurance certificate together with the child safeguarding policy should be provided in advance of any booking.

### **Other Income**

#### *Income from Sales – Non-profit Making*

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include, books, folders and other stationery items.

#### *Income from Sales – Profit Making*

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, or other charity. Goods in this category include school photographs, bring and buy items, etc which may be subject to VAT.

#### *Income from Donations*

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the Trust Board to establish a policy and procedure for charging students to participate in Academy activities and to monitor the effects of the procedure.

It is the responsibility of the Principal to ensure that the policy is implemented consistently and using fair criteria, in particular that the Academy's equal opportunities policies are observed.

The Principal is also responsible for ensuring that staff, parents and students know the details of the policy as appropriate.

It is the responsibility of all staff to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards. Some staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator, or Heads of Department).