



CHARGING AND REMISSIONS POLICY

Responsible	Director of Business and Finance
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1. Aim

The aim of this policy is to set out what charges will be levied for Academy activities; external lettings and what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. This policy is based on sections 449-462 of the Education Act 1996.

2. Admissions

There is no charge for admissions.

3. Academy Meals

There is no charge for children who are entitled to free Academy meals. Students who are not entitled to free Academy meals will be charged on a daily basis. Prices are decided by the Catering Provider who the Academy contract with to provide catering on site.

4. Public Examinations

There is no charge for examinations that are part of the curriculum and on the Academy's set examinations list, where children have been prepared for the examinations by the Academy. However, if the students fail without good reason to meet an examination requirement, the Academy may recover the fee incurred from that student's parents.

There is no charge for examinations that are not on the set list, but have been arranged by the Academy for the Academy's students.

There is a charge of the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy (**see Optional extras under section 5**).

There is a charge for exam papers to be re-marked if this is at the request of the students or parent/guardian.

5. Activities That Take Place During Academy Hours (this does not include the break in the middle of the Academy Day)

There is no charge for activities during Academy hours with the exception of:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 7**).

6. Activities That Take Place Outside of Academy Hours (non-residential)

There is no charge for activities that take place outside of Academy hours when they are:

- part of the set curriculum, including sports matches against other schools and Academies
- part of the syllabus for a public examination that the student is being prepared for by the Academy

Optional Extras

The Academy will charge for optional extras. Optional extras are:

- education provided outside of Academy time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy
 - c) part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy
- board and lodging for a student on a residential visit.

The Cost of Optional Extras

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

7. Residential Activities

Our Academy Will Not Charge For:

- 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 religious education
- supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit
- travel costs where the residential activity is classed as being within Academy hours
- residential activities that take place during Academy hours.

Our Academy will charge for:

Board and Lodging

When any visit has been organised by the Academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 10** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of Academy hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

Activities

The Academy may charge for residential activities that fall **outside** of Academy hours (**see section 5**).

8. Music Tuition within Academy Hours

Alleyne's Academy follows government legislation that states that all education provided during Academy hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s). The current charges are £80 / £160 / £240 per term for either: shared lesson / individual 20 min / individual 30 min per instrument.

The Academy will charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.

The Academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Alleyne's Academy is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within Academy hours will be 50% for pupil premium students.

9. Extended Services

Alleyne's Academy is dedicated to providing a well-rounded and extensive education for our students which includes a range of extra-curricular activities (extended services). Extended services enable our Academy to provide:

- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support
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- ways of increasing student engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to Property and Breakages

Where Academy property has been wilfully damaged by a student or club/member of the public the Academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the Academy has been charged, the Academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by SLT dependent on the situation.

11. Remissions and Concessions

The Academy will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children of families who receive these payments are also entitled to free Academy 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 students, and this will be determined by the Headteacher and Director of Business and Finance.

12. Voluntary Contributions

Alleyne's Academy may ask for voluntary contributions to the Academy for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the Academy. If the activity is cancelled all monies paid will be returned to parents.