



FINANCE

Charging and Remissions Policy

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Revision Log (last 5 changes)

Date	Version No	Brief detail of change
01/05/15	1.0	Reviewed and reformatted existing for Staff Portal
31/05/16	1.1	Reviewed according to annual schedule
02/05/17	1.2	Reviewed according to annual schedule
04/20	1.3	Reviewed
20/09/23	1.4	Reviewed and amended to permit charging costs of minibus use for non educational reasons (section 19 Permit)

Charging and Remissions Policy

Leigh Academies Trust recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards students' all-round educational experience and their personal and social development.

As a general rule, any activity or material that is required as part of normal curricular activities does not incur a cost to parents (the term parent meaning a person having parental responsibility for a student). Where required, the Academy reserves the right to charge parents in accordance with the provisions of the Education Act 1996.

The Academy cannot charge for:

- 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 student is being prepared for at the Academy, or part of religious education;
- tuition for students 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 student is being prepared for at the Academy;
- entry for a prescribed public examination, if the student has been prepared for it at the Academy; and

The Academy reserves the right to make a charge for:

- any materials, books, instruments or equipment, where the child's parent wishes them to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below).

Optional Extras

Charges may be made for some activities that are known as optional extras. Optional extras are:

- education provided outside Academy time that is not:
 - o part of the national curriculum;
 - o part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy; or
 - o part of religious education;
- transport that is not required to take the student to the Academy or to other premises where the Academy have arranged for the student to be provided with education;
- transport that is required to take the student to the Academy or to other premises where the Academy have arranged for the student to be provided with on education events (section permit 19);
- board and lodging for a student on a residential trip

In 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;
- teaching staff (including supply teachers) or non-teaching staff solely providing the optional extra;

- the cost, or a proportion of the cost of teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- maintenance and operational costs of mini buses used for transportation (section 19 permit)

Participation in any optional-extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra for which charges will be made.

Trips and Residential Visits in Academy Hours (where 50% or more of the time spent on activities and travel occurs during Academy hours – for a full definition see Appendix 1).

The Academy can charge for board and lodging relating to the experience.

Trips and Residential Visits outside Academy Hours (where 50% or more of the time spent on activities and travel occurs outside Academy hours – for a full definition see Appendix 1).

The full cost to each student of all approved activities deemed to be optional extras, including travel, board and lodging, materials and equipment, activities, entrance fees, teaching and support staff engaged in the trip or visit, and insurance, will be charged to the parent.

Musical and Vocal Tuition

Although the law states that all education provided during Academy hours must be free, specialist music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, where the teaching is not an essential part of the national curriculum. Lessons may be either for an individual student or for groups of any size appropriate to the lesson, taking health and safety considerations into account.

Examinations

The Academy will charge for examination entries where:

- the Academy has not prepared students for the examination in the year for which the entry has been made; or
- the examination is not on the set list but the Academy has arranged for the student to take it; or
- a student has failed, for no acceptable reason, to complete the requirements of the examination course or to attend the examination; or
- a student wishes to re-sit an examination or module for which the Academy has paid the initial fee.

Work-Experience Placements

The cost of travelling expenses from home to a work-experience placement will be the responsibility of the parent.

Remissions

Where the parent of a student is in receipt of qualifying state benefit, the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus

for a public examination. A list of the (current) qualifying benefits is listed at Appendix 2. As these change from time to time, clarification should be sought from the Academy when applying for remission.

The Academy may remit charges in full or in part to other parents after considering other specific hardship cases.

The Academy invites parents to apply in writing to the Principal, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chief Executive or Deputy Chief Executive.

Acts of Vandalism and Negligence

The Academy will seek payment from parents for the cost of damage to Academy property caused wilfully or negligently by their child.

Voluntary Contributions

Nothing in this policy statement precludes the Academy from inviting parents to make voluntary contributions. Any requests for such contributions shall clearly indicate that:

- There is no obligation to make any contribution;
- Students will not be treated differently according to whether or not their parents have made a contribution in response to the request.

However, if insufficient voluntary contributions are received to cover the cost of the visit or activity and there are no alternative methods to make up the shortfall, then the Academy reserves the right to cancel the activity/visit.

Any request for money from parents may include contributions toward the cost of trips and activities and the Chromebook scheme.

Monitoring, Evaluation and Review

This policy will be reviewed when there are changes in the law.

APPENDIX 1

Non-Residential Activities and Visits

If 50% or more of the time spent on the activity occurs during Academy hours, it is deemed to take place during Academy hours. Time spent on travel counts in this calculation if the travel itself occurs during Academy hours. Academy hours do not include breaks during the day.

Where less than 50% of the time spent on an activity falls during Academy hours, it is deemed to have taken place outside Academy hours. For example, an excursion might require students to leave the Academy an hour before the day ends, but the activity does not end until late in the evening.

Residential Visits

If the number of Academy sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during Academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Academy day, regulations require that the Academy day is divided into two sessions. A “half day” means any period of 12 hours ending at noon or midnight on any day.

Example 1: Visit During Academy Hours

Students are away from noon on Wednesday to 9pm on Sunday. This counts as nine half days, including five Academy sessions, so the trip is deemed to have taken place during Academy hours.

Example 2: Visit Outside Academy Hours

Students are away from the Academy from noon on Thursday until 9pm on Sunday. This counts as seven half days including three Academy sessions, so the trip is deemed to have taken place outside Academy hours.

APPENDIX 2

Remissions

When the Academy informs parents about a forthcoming trip, they will make it clear that parents who can prove that they are in receipt of the following benefits at the time of the trip will be exempt from paying the cost of board and lodging:

- Income Support;
- Income-based Jobseekers' Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the most recent limit notified by the DfE;
- The guarantee element of State Pension Credit;
- An income-related employment and support allowance;
- Universal credit.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.