



Appleton Academy

Charging and Remissions Policy



Approved By	Approval Date	Next Review Date
Appleton Academy Local Advisory Board		2022/23 – Term 1

Purpose of the policy

This policy is intended to ensure that:

- the educational opportunities offered wholly or mainly during school hours are available to all pupils regardless of ability to, or willingness to pay;
- the occasions when charges are made or voluntary contributions requested are within the requirements of the 1988 Education Reform Act and Circular 2/89 and 'Charging for School Activities' (November 2013);
- Parents are made aware of the law relating to schools levying charges and parents in more challenging economic circumstances are appropriately supported; within this policy, the use of "parent" or "parents" shall relate equally to parents, guardians and/or carers.

Definition

The school day is defined as:

Nursery:- 8.30am until 11.30am (morning session) and 12:15pm until 3:15pm (afternoon session)

Primary: 8:40am until 2.55pm

Secondary: 9am until 3.40pm

Responsibilities

The Executive Head Teacher/Head of School will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy every three years or before this if needed or statutory requirements dictate.

We are committed to taking positive action in the light of the Equality Act 2010 with regard to the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership. We will continue to make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage.

Policy Statement

- It is the right of every pupil to receive a free education.
- During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.
- Whilst the cost of enrichment activity is subsidised by Appleton Academy, voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips, educational visits. In these circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution. However, if insufficient funds are available, it may be necessary to curtail or cancel activities.

Charging Arrangements

1. Admissions

- 1.1 There is no charge for admissions.

2 School meals

- 2.1 There is no charge for children who are entitled to infant free school meals or free schools meals (up to the value of a free school meal). Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the academy.

3 Public examinations

- 3.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from the pupil's parents. This includes re-sits.
- 3.2 There is no charge for examinations that are not on the set list but have been arranged by the school.
- 3.3 There is a charge for the examinations entry fee(s) if the registered pupil has not been prepared for the examination at the school (see optional extras under section 5).

4 Activities that take place during school hours

(this does not include the break in the middle of the school day)

- 4.1 There is no charge for activities during school hours with the exception of music tuition (section 8).
- 4.2 There is no charge for transport during school hours to school-organised activities.

4.3 We may charge for:

- Books and materials that the parent wishes the child to keep (the cost will be made clear to the parent before charge)
- Optional extras (section 7)
- Music or Vocal tuition (section 10).

5 Classroom learning materials

- 5.1 Appleton Academy provides all books and practical equipment required during the day to follow the school's curriculum.
- 5.2 Whilst secondary pupils are asked to bring a pen, pencil and ruler, these are provided without sanction should a pupil not have the necessary equipment.
- 5.3 Parents may be asked to provide children with some basic equipment for their own personal use at home.
- 5.4 Appleton Academy subsidises the cost of practical activities such as food technology, design technology, art and textiles. Materials are provided at no cost and pupils are able to keep the finished product.

6 Activities that take place outside of school hours (non-residential)

- 6.1 There is no charge for activities that take place outside of school hours when they are:
- Part of the set curriculum, including sports matches against other schools
 - Part of the syllabus for a public examination that the pupil is being prepared for by the school
 - Part of the school's basic curriculum for religious education.

7 Optional Extras

7.1 Appleton Academy will charge for optional extras.

Optional extras are:

Education provided outside of school time that is not:

- Part of the National Curriculum
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Part of religious education
- Examination entry fee(s) if the pupil has not been prepared for the examination(s) at the school
- Transport that is not taking the pupil to school or to other premises where the local authority or academy committee has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit.

The cost of optional extras

- 7.1 The Executive Headteacher will decide when it is necessary to charge for optional extras.
- 7.2 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Under no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).
- 7.3 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 proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- 7.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

8 Activities that take place partly during school hours (either on or offsite)

- 8.1 Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 6.
- 8.2 Travelling time is included in time spent on activity.

8.3 In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging activity will be the same as in section 5.

9 Residential activities

9.1 Appleton Academy will not charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school 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 school accompanying pupils on a residential visit
- Travel costs where the residential activity is classed as being within school hours
- Residential activities that take place during school hours.

9.2 Appleton Academy will charge for:

- Board and lodging – when any visit has been organised by the academy, where there are any cost for board or 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, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can provide they are in receipt of certain benefits may be exempt from paying this cost
- Travel – travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- Activities – the academy may charge for residential activities that are not essential to the National Curriculum or that fall outside of school hours

10 Music tuition within school hours

- 10.1 Appleton Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.
- 10.2 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 pupil(s).
- 10.3 The academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil 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 cost of these lessons may depend on the size and duration of the class as well as the type of instrument.
- 10.4 The academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and exam fees.
- 10.5 Appleton Academy is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within the school day may be remitted for pupils on free school meals.
- 10.6 There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

11 Extended services

- 11.1 Appleton Academy is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our academies to provide:
- High-quality learning opportunities either side of the school day
 - Ways of intervening early when children are at risk of poor outcomes (e.g. by providing access to study support, parental support or to more specialist services – health, social care or special educational needs services)
 - Ways of increasing pupil engagement
 - Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils
 - Breakfast clubs

- Homework clubs.
- 11.2 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others
- 11.3 Pupils in receipt of the Pupil Premium Grant or who are Looked After are exempt from charges for extended services

12 Damage to property and breakages

- 12.1 When academy property has been wilfully or recklessly damaged by a child, young person or parent the academy may charge those responsible for some or all of the cost of repair or replacement.
- 12.2 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge some or all of the cost to those responsible.
- 12.3 Whether or not these charges will be made will be decided by the Executive Headteacher who will make a decision on a case by case basis.

13 Remissions and concessions

- 13.1 Appleton Academy will give consideration to the remission of charges to parents or carers who receive the following support payments:
- Income support
 - Income based Job-Seekers Allowance
 - Child Tax Credit (where the person is not receiving Working Tax Credit as well)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Guaranteed Element of State Pension Credit
 - Income related employment and support allowance
 - 28 day Working Tax Credit (run on)
 - Invalidity Benefit
 - Widow's Pension
 - Universal Credit.
- 13.2 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
- 13.3 The Executive Headteacher will authorise the remission of charges.
- 13.4 Appleton Academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils. This will be determined by the Executive Headteacher.

14 Voluntary contributions

- 14.1 There will be no compulsory charge for visits and activities. However nothing in legislation prevents the governing body from asking for voluntary contributions towards the cost of the trip, visit or workshop, including the cost of transport.
- 14.2 Where voluntary contributions are sought, the school will give advice about the appropriate amount.
- 14.3 The school's arrangements for these visits may be subject to sufficient funds being available from voluntary contributions and the ability of the school to fund the deficit should this need arise.
- 14.4 If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled and any voluntary contributions received will be refunded.
- 14.5 It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit should sufficient funding be received from other voluntary contributions.
- 14.6 The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

15 Photocopying

- 15.1 A charge will be made for photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school day activities.

Reviewing the Policy

This policy will be reviewed by the Local Advisory Board every three years.