



CHARGING AND REMISSIONS POLICY

Reviewed by: P Eager

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INTRODUCTION:

This Policy is in line with Government guidance updated in May 2018:

<https://www.gov.uk/government/publications/charging-for-school-activities>

Legislation maintains the right to free school education. We as a school agree in principle to this.

Legislation requires that education should be free from charge if it:

- takes place in school sessions
- is part of the National Curriculum or part of an agreed syllabus

We cannot charge for:

- an admission application - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the national curriculum, a syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education
- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- entry for a prescribed public examination, if the student has been prepared for it at the school
- an examination re-sit, if the student is being prepared for the re-sit at the school

We can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- optional extras (defined below)
- music and vocal tuition (see below)
- community facilities

OPTIONAL EXTRAS

Where we provide an optional extra, we may charge for the provision of materials, books, instruments, or equipment.

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 student is being prepared for at the school
 - part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport (other than transport that is required to take the student to school or to other premises where the governing body have arranged for the student to be provided with education)
- board and lodging for a student on a residential visit

In calculating the cost of optional extras, an amount may be included for:

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

Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Participation in any optional extra activity based on parental choice and a willingness to meet the charges. Parental agreement is therefore a prerequisite for the provision of an optional extra where charges apply. If sufficient parents do not wish their children to participate in "optional activities", then the proposed activity need not take place.

VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. However, it must be made clear that any contributions should be genuinely voluntary, that there is no obligation to contribute and that registered students will not be treated differently, according to whether their parents have made a voluntary contribution or not.

If we cannot fund an activity without voluntary contributions, then this must be clear at the outset. It must also be clear that the activity/visit would not take place if parents were reluctant to support it.

We will not exclude a child from an activity simply because of an unwillingness or inability to pay.

MUSIC TUITION

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which we can charge for tuition in playing a musical instrument, including vocal tuition.

We will charge for individual or group vocal or instrumental tuition, as long as the tuition is at the request of the student's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

TRANSPORT

We cannot charge for:

- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered students to other premises where the governing body has arranged for students to be educated
- transport that enables a student to meet an examination requirement when they have prepared for that examination at the school
- transport provided in connection with an educational visit

SWIMMING LESSONS

The Axis Academy organises swimming lessons for students in Key Stage 2. School transport is provided by the school.

RESIDENTIAL VISITS

If we organise a residential visit in school time or mainly school time, we ask for contributions towards the cost of the visit. We evaluate all visits to ensure value for money.

We cannot charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school 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 school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

We can charge for:

- board and lodging, but the charge must not exceed the actual cost

Pupil Premium students or those who are currently in receipt of free school meals are entitled to a subsidy which will be discussed with those eligible.

EDUCATION PARTLY DURING SCHOOL HOURS

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it takes place inside or outside school hours.

We can only charge for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the student is being prepared for at the school or not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it takes place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

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

REMISSION OF CHARGES

We may propose to remit (wholly or partly) any charge which would otherwise be payable in accordance with our Charging Policy. For example, we may decide to provide an evening class as an optional extra. We may decide to reduce the cost for those children whose parents / carers are in receipt of certain benefits.

SUMMARY

- Should there be any deliberate and/or reckless damage caused by identifiable students, charges will be made.
- Charges will be made for any individual or group music tuition, which is not part of the National Curriculum.
- Charges may be remitted for parents in receipt of certain benefits. In cases of hardship, any parents of students will also be exempt from all or part of any charges, at the discretion of the Headteacher.
- Where the school does not have the resources to provide activities/visits/services for the students, parents may be asked to make voluntary contributions towards part or all of the cost of the activity/visit, etc.
- Third parties, such as school photographers, school book club, etc. will make a charge. Parents are not under any obligation to receive the service/product.