



Charging and Remissions Policy

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Approval Board	Attleborough Academy Local Governing Body
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Date of Approval	Spring Term 2021
Review Period	Twelve months
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Legislation or Regulation	Charging for School Activities (DfE) Education Act 1996

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1. Aims

Attleborough Academy aims to:

- have robust, clear processes in place for charging and remissions;
- clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

3. Definitions

Definitions are as follows:

- Charge (a fee payable for specifically defined activities);
- Remission (the cancellation of a charge which would normally be payable).

4. Roles and Responsibilities

4.1 The Local Governing Body

The Local Governing Body has overall responsibility for approving the Charging and Remissions Policy but delegates this to the Compliance and Audit Committee.

The Compliance and Audit Committee also has overall responsibility for monitoring the implementation of this policy.

4.2 The Executive Principal

The Executive Principal is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- implementing the Charging and Remissions Policy consistently;
- notifying the Executive Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents and Carers

Parents and carers are expected to notify staff or the Executive Principal of any concerns or queries regarding the Charging and Remissions Policy.

5. Where Charges Cannot Be Made

Below we set out what the Academy cannot charge for:

5.1 Education

- Admission applications;
- 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 Academy;
 - or 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 parents or carers;
- Entry for a prescribed public examination if the student has been prepared for it at the Academy;
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy.

5.2 Transport

- Transporting registered students to or from the Academy premises where the Local Authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the Local Governing Body or Local Authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the Academy;
- Transport provided in connection with a compulsory curriculum visit.

5.3 Residential Curriculum Visits

- 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;
 - a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
 - or Religious Education.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential curriculum visit.

6. Where Charges Can Be Made

Below we set out what the Academy can charge for:

6.1 Education

- Any materials books, instruments or equipment where the student's parents or carers wish their child to own them;
- Optional extras (please see below);
- Music and vocal tuition (in limited circumstances);
- Community facilities.

6.2 Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the Academy can charge for providing materials, books, instruments or equipment.

The following are optional extras:

- Education provided outside of school time that is not part of:
 - the National Curriculum;
 - a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
 - or Religious Education.

- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy;
- Transport (other than transport that is required to take the student to school or to other premises where the Local Authority/Local Governing Body has arranged for the student to be provided with education);
- Board and lodging for a student on a residential visit;
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

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;
- The cost of buildings and accommodation;
- 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 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents or carers 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.

Parental agreement is necessary for the provision of an optional extra for which a charge is made.

6.3 Music Tuition

The Academy can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parents or carers.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

6.4 Residential Curriculum Visit

We can charge for board and lodging on residential visits but the charge must not exceed the actual cost.

7. Voluntary Contributions

As an exception to the requirements set out in Section 5 of this policy, the Academy is able to ask for voluntary contributions from parents and carers to fund activities during school hours which would not otherwise be possible.

Some activities for which the Academy may ask parents or carers for voluntary contributions include:

- Performances or events given by outside agencies in the Academy to supplement the curriculum;
- Trips or visits which enrich the curriculum or life of the Academy;
- Recreational trips or visits;
- Revision or study opportunities outside the Academy day or in the holidays.

There is no obligation for parents or carers to make any contribution and no child will be excluded from an activity if their parents or carers are unwilling or unable to pay. If the Academy is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Charged Activities

Attleborough Academy will charge for the following activities:

- Provision of a school locker. The charge contributes to the purchase and maintenance of the lockers but does not cover the whole cost;
- Revision and textbooks where recommended by the Academy and when the student's parents or carers wish their child to own them. The Academy is often able to purchase such books in bulk and at reduced cost and we pass this reduction on to parents and carers. For disadvantaged students, the Academy will purchase such books (and other equipment) from the Pupil Premium Grant;
- Music and vocal tuition, at the request of parents and carers but when it is not essential for delivery of the curriculum.

9. Remissions

In some circumstances, the Academy may not charge for items or activities set out in Sections 6 and 8 of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

9.1 Remissions for Residential Curriculum Visits

Parents and carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal Credit in prescribed circumstances;
- Income Support;
- Income based Jobseeker's 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 Her Majesty's Revenue and Customs) does not exceed £16,190;
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

10. Support for Voluntary Contributions

At the discretion of the Executive Principal and upon request from the parents or carers, the Academy will consider supporting voluntary contributions. This applies to disadvantaged children, in receipt of Pupil Premium funding and according to the criteria set out in Appendix 1.

11. Monitoring Arrangements

The Executive Principal monitors charges and remissions and ensures these comply with this policy.

Aims

Educational visits with a clear purpose are an essential part of a broad and balanced curriculum and a part of the Academy. Taking part in educational visits supports the education of the child. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest, talent or in some cases, professional fulfilment.

The aim of the Pupil Premium Educational Visits Protocol is to ensure that all disadvantaged students (those recognised by Pupil Premium funding) can take part in these aspects of school life.

We will achieve our aims by:

- Offering visits to students that will support the education of the child;
- Offering financial support to disadvantaged students.

Principles

- Members of staff are aware of the Educational Visits Protocol and follow the procedures when planning their visits;
- All disadvantaged students have the right to access educational visits;
- An educational visit, in this context, is one which improves the education and interests of the whole child.

Procedures

Planning a School Visit

Step One

When staff plan a school visit, it is important that they identify the "type" of visit that they are planning.

Visit Type	Definition	Example Visit
1. Compulsory Curriculum Visit	A visit that directly relates to or is essential for the course that the student is taking and the work they are completing.	Geography field visit for completion of coursework.
2. Rewards Visit	As part of the rewards and/or House system, student are invited on a reward visit.	Year 7 Christmas reward visit.
3. Non-compulsory Educational Visit	A visit that provides enrichment to the child's personal development or understanding of an aspect of the curriculum.	Trenches visits, ski trip etc.

If the visit type is unclear then there must be a discussion with the Academy's Educational Visits Co-ordinator (EVC) to ensure the correct type is identified.

Step Two

The Visit Leader must then calculate the contribution required (if any) by the disadvantaged student. They must use the tariff below to calculate this.

Visit Type	Disadvantaged Maximum Funding Contribution Percentage
1	100%
2	100%
3	Maximum £500 per year per child for FSM/LAC/Post-LAC. Maximum £300 per year per child for Service Children

Step Three

The Visit Leader must use Pupil Premium data to identify who the disadvantaged students are.

Step Four

The estimated expenditure from Pupil Premium Funding should be given to the member of staff in charge of Pupil Premium. **No visit will be approved without this step being completed.** It is important that your Line Manager is also involved with the decision-making process.

Step Five

The member of staff in charge of disadvantaged students will assess the request for funding based on the visit type and funding availability.

Step Six

Letters should be sent to disadvantaged students separately alerting parents and carers of the financial support available for the visit. This should be carried out discreetly.

Step Seven

Once payment is required, Pupil Premium Funding will be transferred to the School Visit Fund using the Academy's normal procedures.

Visit Leader to submit evaluation of trip on EVOLVE system within one month. If Pupil Premium Funding used, comments on impact and outcomes for students should be included.