



LONG FIELD ACADEMY

Charging and Remissions Policy

Formulation date:	November 2012
Senior Team Responsibility:	Finance Manager
Governors' Reviewing Committee:	FRHP
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Associated documentation:	Financial Handbook

Long Field Academy believes that all our students should have an equal opportunity to benefit from Academy activities and visits (curricular and extracurricular) independent of their parent's financial means consistent with the Academy's budgetary position. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

The 1996 Education Act requires all Academies to have a policy on charging and remissions for Academy activities, which will be kept under regular review.

1 Academy Trips

1.1 Day Trips

No charge will be levied in respect of day trips that take place during Academy hours or are part of the curriculum. (but also refer to section 8).

1.2 Residential trips - Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

1.3 Residential trips - Non-essential

For residential trips which are not essential to the National Curriculum, statutory or in preparation for prescribed examinations:

- if the amount of Academy time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- if the amount of Academy time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

2 Examination Entries

2.1 A charge will be levied in respect of examination entries for students where the Academy has not prepared the student for the examination.

2.2 A charge will be levied in respect of examination entries for students where:

- the Academy has prepared the student for the examination and

- it considers that for educational reasons the student should not be entered and
- the student's parent/guardian wishes the student to be entered. (or student him/herself when over 18 years old).

In these circumstances, if the student subsequently passes the examination, the Academy may refund the cost.

- 2.3 A charge may be levied for students re-sitting an examination.
- 2.4 A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.
- 2.5 The charge levied in 2.1 - 2.4 above will be the cost of the examination entry, plus any applicable centre fee.
- 2.6 Where a department/the Academy deem it appropriate to use these exam board services the department/Academy will bear these costs. Individual parents who wish to use the services to access information on their son/daughter's individual performance in an exam or module may request the service from the exams office at the Academy. In such cases the exam board's charge will usually be levied.

3 Materials and Textbooks

- 3.1 Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the Academy provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

4 Music Tuition

- 4.1 Charges will not be made for class music tuition during Academy hours.
- 4.2 Music tuition, whether group or individual, will also be free, whether it is provided during or outside Academy hours, if it forms part of the syllabus for a prescribed public examination or required by the national curriculum.
- 4.3 No charges will be made for group activities e.g. Academy orchestra, which take place during Academy hours.

- 4.4 A charge will be made for individual and small group music tuition not forming part of a syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a student is given the tuition. The charge may include:
- the cost of the teacher
 - the costs of sheet music
- and
- the hire and insurance of a musical instrument.
- 4.5 Serious consideration will be given to requests for tuition from parents suffering from financial hardship with each case being judged independently at the Academy's own discretion.
- 4.6 Lessons must be paid for in advance, for a block of sessions.
- 4.7 The Academy will make a refund for a lesson missed only in the following circumstances:
- The student is taking an external examination
 - The student is on a Academy trip
 - The student is on work experience
 - When a Academy test takes place during the period when a music lesson has been timetabled to take place. However it is the responsibility of the student to inform the Music Teacher the day before to enable revisions to the timetable to take place. If no adjustment can be made then a refund would be made.
- 4.8 If the teacher is absent and unable to take the lesson the cost of the next sessions will be reduced accordingly.
- 4.9. Instrument hire – Parents will be asked for a non – refundable charge. These funds will be used to upgrade old instruments.

- 4.10 Academy reserves the right to terminate tuition if it does not consider groups to be viable or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teacher the student and parents.
- 4.11 Academy insurance will cover loaned instruments in Academy and on the journey to and from Academy. Parents' own insurance must cover the cost of replacement/repair should damage occur outside these times. Insurance should be taken out by parents for students own instruments.

5 Education Activities taking place during Academy hours

- 5.1. 'Academy hours' are defined as being those hours during which the Academy is in session, but excluding the mid-day break.
- 5.2. No charges will be made for any activity or materials which are essential to fulfil the statutory curriculum.
- 5.3 Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance the activity. The contributions, requested will reflect the cost of that activity (including any consequential costs such as supply cover, transport, refreshments) less any subsidy from funds available to the Academy.

6 Educational Activities Outside Academy Hours

- 6.1. No charge will be made for activities outside Academy hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- 6.2 For all other activities outside Academy hours, a charge up to the cost of the activity will be levied.

7 Damage/Loss to Property

- 7.1. A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.
- 7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy. The charge to

be the cost of replacement or repair, or such lower cost as the Principal may decide.

8 Voluntary Contributions

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9 Lettings

The Academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

10 Academy minibus

Only students on the roll of the Academy, staff or parents and carers of those students may travel at a charge on the Academy's minibus. The Academy will not raise funds to make a profit by charging for travel in its minibus. Charges may recover some or all of the costs of running the vehicle including loss of value.

11 Other charges

The Principal, FRHP Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

12 Remissions Policy

12.1 If the parent/guardian of a student is in receipt of Income Support, Income based Jobseekers' Allowance, support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the current rate applicable), charges in respect of board and lodging will be remitted in full.

12.2 The Principal, FRHP Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

12.3 The Principal, FRHP Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

13 Refund of surplus charges

Any surplus amounting to more than £5 per student will be distributed to parents who have paid for that activity. Surpluses below this will be retained with 50p per child going into the Faculty budget and the balance into the Social Support budget. No activity will be charged to make a profit.

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish a list of scheduled visits (and their approximate costs) as soon as possible so that parents/guardians can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay in instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against students from families on lower incomes and we will avoid that method of selection.