



# **ACET CHARGING & REMISSIONS POLICY**

<b>PHASE</b>	<b>SECONDARY &amp; JUNIOR</b>
<b>POLICY LEAD</b>	<b>MARGARET CATLING (ACTING CHIEF FINANCIAL OFFICER)</b>
<b>DATE OF APPROVAL BY TRUSTEES</b>	<b>3<sup>RD</sup> JUNE 2019</b>
<b>DATE OF RECEIPT BY LOCAL GOVERNING BODY</b>	<b>JULY 2019</b>
<b>FREQUENCY DATE</b>	<b>EVERY THREE YEARS</b>
<b>NEXT REVIEW DATE</b>	<b>MAY 2022</b>

## **CHARGING AND REMISSIONS POLICY**

This policy has been formulated in accordance with Local Authority guidance on: Charging for Academy Activities, as adopted by the Academy.

### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Local Governing Body of the Academy and the Principal is responsible for determining the content of the policy. Any determinations with respect to individual parents will be considered jointly by the Principal and Local Governing Body.

### **Charges cannot be made for:**

The Local Governing Body of the Academy recognises that the legislation prohibits charges for the following:

- 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 pupil is being prepared for at the Academy, or part of religious education;
- tuition for pupils 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 pupil is being prepared for at the Academy, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the Academy;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy;
- education provided on any trip that takes place during Academy hours;
- education provided on any trip that takes place outside Academy 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 for those teachers who are absent from Academy accompanying pupils on a residential trip;
- transporting registered pupils to or from the Academy premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Local Governing Body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the Academy;
- transport provided in connection with an educational trip.

### **Publication of Information**

A summary of this policy will be included in the Academy Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents / carers.

## **Charges**

### **ACET will not charge for the following:**

- board and lodging on residential visits (not to exceed the costs)
- extra-curricular activities and Academy clubs.

### **The Local Governing Body determines that the Academy may charge for the following and these charges will be reviewed periodically:**

- the proportionate costs for an individual child of activities wholly or mainly outside Academy hours ('optional extras') to meet the costs for:
  - i. travel
  - ii. materials and equipment
  - iii. non-teaching staff costs
  - iv. entrance fees
  - v. insurance costs
- Vocal and musical instrument tuition - Charges will be made in advance and parental consent obtained before tuition commences. Where students cease to attend lessons during the term, refunds will not be made. Charges will be reviewed annually in line with music tuition charges.
- re-sits for public examinations where no further preparation has been provided by the Academy
- costs of non-prescribed examinations where no further preparation has been provided by the Academy
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them

## **Remission**

In respect of the charges listed above, there will be no remissions.

In respect of the voluntary contributions detailed below the Local Governing Body have determined that for children in receipt of Free Academy Meals, a reduction to the voluntary contribution of £5 from the cost of a day visit and a reduction of £10 per night in respect of residential visits will apply.

## **Voluntary Contributions**

ACET may ask for voluntary contributions to benefit the Academy or any Academy activities.

- If the activity cannot be funded without voluntary contributions, the Local Governing Body or Principal will make this clear to parent/carers at the outset.
- The Local Governing Body or Principal will also make it clear to parent/carers that there is no obligation to make any contribution.
- No registered pupil at the Academy will be excluded from an activity or treated differently according to whether or not their parents/carers have made any contribution in response to the request.

**If insufficient voluntary contributions are raised to fund a trip, then it must be cancelled.**

The terms of any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- b) that registered pupils at the Academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

Voluntary contributions will be used to:

**Benefit the Academy or any Academy activities.**