

# Charging and Remissions Policy

## Reach Academy Feltham

November 2015

### 1. Purpose

Legislation allows schools to charge for certain activities which take place outside school hours. Reach Academy Feltham's policy applies to charges made to parents/students, for facilities used by private individuals and to third party organisations that rent school premises.

Under the terms of the Education Act 1996, the Governing Body of the Academy must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity

### 2. Procedure

**2.1. Admissions** – no charge shall be made in respect of admission to the school.

**2.2. Provision of education** – no charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The Academy may charge persons who are not registered pupils at the Academy for education provided or for facilities used by them belonging to the Academy.

**2.3. Musical Instrument tuition** – the Academy will review on a yearly basis whether or not to charge a contribution towards musical instrument tuition either individually or for a group of not more than four pupils where the lesson is not considered to be part of the National Curriculum or is not preparation for a public exam. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus.

**2.4. Musical Instrument hire** – as the school grows and moves into its permanent home, the music department will have a handful of instruments that are available for hire (with an appropriate level of deposit) to students. The charges for these will be confirmed.

**2.5. Visits during the school day** – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.

**2.6. Residential visits** – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course,

the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. The annual residential visit for older pupils will be subsidised by the school, with parents paying the cost of board and lodging.

**2.7. Public examinations** – No charge shall be made in respect of the entry of a registered pupil at the Academy. If an external candidate is using the school as their examination centre, then an appropriate charge will be made. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the Academy. Entry for resit examinations is also subject to charge.

**2.8. Optional extra visits** – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

**2.9. Breakages** – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to Academy property which is placed under the responsibility of the student and may be taken off the premises

**2.10. School Meals** – We place a high priority on eating together and as such all pupils have a school lunch. This lunch is competitively priced and parents are asked to pay via ParentPay, an online payments system.

### **3. Remission of Parent/Student charges**

Parents who find themselves in financial difficulties and who are in receipt of income support, income based job seekers allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit provided that working tax credit is not also received and that the family's income does not exceed £16,190 (financial year 2015-16) may apply to the Academy for financial support or mitigation of payments. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims.

### **4. Facilities used by private individuals**

The Academy will rent out its facilities to community organisations or members of the public. There will be charges for this use. The following criteria will apply:

- Under no circumstances will lettings be subsidised from resources provided for students' education;
- Facilities will only be let where they are not needed for purposes of education;
- The charge is negotiated between the Academy and the prospective tenant;
- All hirers will need to demonstrate that they have adequate insurance to compensate the school for any damage they cause and a copy of the insurance certificate should be obtained and retained during the period of the let. Where there is a doubt the Academy can consult its' insurer; and
- Consideration is given to charging where a third party tenant makes use of school facilities, at whatever hour, that belong to the Academy. Examples of these might include projectors, IWB, ovens etc.

**All charges for income of any nature must be made through the School Office.**

**Likewise, all monies received for such income must be paid to the School Office.**

5. Review

This policy will be review annually by the governing body.