



# Charging and Remissions Policy

<b>Policy No:</b>	5	<b>Review period:</b>	Annual	<b>Last reviewed:</b>	May 2016
<b>Person responsible:</b>	Business Manager			<b>Reviewer:</b>	Designated Governor / Principal

1. Plympton Academy believes that all students should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parent's financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are 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.

The policy identifies activities for which:

- voluntary contributions may be requested
- charges will be made
- charges will not be made.
- charges may be waived

### **Voluntary contributions**

2. Separately from the matter of charging, Plympton Academy may always seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.

### **The Law states:**

3. If the activity cannot be funded without voluntary contributions the Governing Body or Principal will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to take part in the visit.

### **No charges will be made for**

- a) An admission application
- b) Education provided during Academy hours (including the supply of any materials, books, Plympton Academy Charging and Remissions Policy 2015/2016 instruments or other equipment)
- c) 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 student is being prepared for at the Academy, or part of the Academy's basic curriculum for religious education
- d) Entry for a prescribed public examination, if the student has been prepared for it at the Academy

- e) Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy. However, if a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made
- f) Education provided on any trip that takes place during Academy hours
- g) Education provided on any trip that takes place outside Academy hours
  - a. if it is part of the National Curriculum,
  - b. part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy,
  - c. part of the Academy's basic curriculum for religious education
- h) Supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential trip

### **Activities for which charges may be made**

#### **4. Activities outside Academy hours**

Non-residential activities (other than those listed above) which take place outside Academy hours, but only if the majority of the time spent on that activity takes place outside Academy hours (time spent on travel counts in this calculation if the travel itself occurs during Academy hours).

#### **Residential activities**

Board and lodging costs (but only those costs) of residential trips deemed to take place during Academy time. However students whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside Academy time (other than for those activities listed in Section 3 above).

#### **Music tuition**

Music tuition for individuals or groups of up to 4 students.

**When any trip is arranged, parents will be notified of the policy for allocating places.**

**It is the policy of Plympton Academy that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.**

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per student) of provision.

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>	<b>Remittance or help available</b>
Charges will/may be made for any materials, books, instruments, or equipment, <b>where a parent wishes their child to own them</b>	Eg. A clay model – a charge to cover the cost of the clay	
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual student or groups of up to four students	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A and B (see below)
Charges will be made for extracurricular trips and visits which fall outside of Academy time which are voluntary and not part of the national curriculum or examination courses	The charge will not exceed the actual cost	Consideration of remission will be made for categories A and B (see below)

## **Remissions**

In order to remove financial barriers from disadvantaged students, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

### **Families qualifying for remission or help with charges**

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

#### **Category A**

Parents in receipt of:

- Income Support
- Income-based Jobseekers 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 £14,155
- Guaranteed State Pension
- An income related employment and support allowance, introduced on October 27th 2008

Additional categories of parents may claim help with some costs in the following circumstances:

## **Category B**

Parents who have:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but not yet receiving the benefits listed in Category A
- Made a specific request to the Principal for any other justifiable reason

Remission is at the Principal's discretion in these circumstances based on any evidence provided.

### **Additional considerations**

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 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 by 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.