



SIR ROBERT PATTINSON ACADEMY

CHARGING & REMISSIONS POLICY

Approved in School: October 2018
Approved by Governors: 10 December 2018
Review Date: November 2021

CHARGING POLICY

Introduction

Sir Robert Pattinson Academy believes that all our students should have an equal opportunity to benefit from Academy activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging 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.

Please note that, in some circumstances, the Academy can make a specific charge towards the cost of a trip or activity but, in other circumstances, they can ask for a voluntary contribution in order to allow a visit or activity to take place and offer a wide variety of experiences to students. All requests for contributions will emphasise their voluntary nature and that students of parents who do not make such contributions will be treated no differently from those who have.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not, therefore, include an element of subsidy for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

This charging policy has been compiled in accordance with the Education Act, 1996 and is based on advice from the Department for Education (DfE) on charging for school activities.

Residential/non-residential visits

Departments will make it clear to parents at the outset what the policy is for allocating places on academy visits as detailed in the Educational Visits protocol.

1. Day Activities

Voluntary contributions will be requested for activities which take place during the school day. The letter will indicate if the activity can not take place without the voluntary contributions or if there are insufficient voluntary contributions that the trip may have to be cancelled.

The Academy will ensure no child is excluded from an activity because parents are unable to pay a charge or a voluntary contribution.

2. Residential Activity

A charge will be made for all residential visits which take place outside of school time.

If a residential activity takes place during school time and meets the requirements of a syllabus for a public examination, charges will be made for board and lodgings and a voluntary contribution sought towards other costs.

A trip counts as falling within school if the number of school sessions missed by the student amounts to half or more of the number of half days taken up by the activity.

For example:

Wed pm to Sun pm is 9 sessions of which 5 are in school - this counts as in school time

Thu pm to Sun pm is 7 sessions of which 3 are in school - this counts as out of school time

It is not possible to fund all academy visits and additional activities within the resources ordinarily available to the academy, and the academy will request a voluntary contribution from parents 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 and Academy funds to make the activity possible, then it will be cancelled.

Please see flowchart in Appendix A.

Please note:

No charge or voluntary contribution should be requested from parents to cover the inclusion of teaching staff

No charge can be made for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Examination Entries

1. 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. A charge may be levied for students re-sitting an examination.
3. 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. The charge levied will be the cost of the examination entry, plus any additional cost to the centre.
4. The checking of a student's examination paper will be levied to parents unless the Governors wish to have a number of scripts checked.

Materials/Textbooks/Equipment

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.

2. Textbooks are provided free of charge, but in some subjects, additional revision guides or prepared booklets are available, for which a charge is made.

Music Tuition

The academy levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

Activities Outside School Hours

1. No charge will be made for activities outside school hours that are part of the Curriculum or that form an essential part of the syllabus for an approved examination.
2. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

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 Headteacher may decide.
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 Headteacher may decide.

Lettings

The academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. Please refer to the Lettings Protocol.

Other charges

The Headteacher, Finance 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.

Activities not run by the academy

When an organisation acting independently arranges an activity to take place during the school day and parents want their children to join the activity, such organisations may

charge parents. Parents would then need to agree to their child being absent from school. If the activity is organised by the academy then it would come under a day activity above.

Remissions

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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year on the parent portal so that parents 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 by instalments beyond the date of the trip.
- The Headteacher, Finance 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.
- If the parent/guardian of a student is in receipt of any of the following, charges in respect of board and lodging will be remitted in full plus considerations to other charges will be made.:
 - Income Support (IS)
 - Income-based Job Seekers' Allowance (IBJSA)
 - Support under Part VI of the Immigration and Asylum Act 1999 (Asylum support)
 - Child Tax Credit, provided Working Tax Credit is not also receivedthe guaranteed element of State Pension Credit
 - Income-related Employment and Support Allowance
 - Universal Credit (once this is fully rolled out, will take the place of Child Tax Credit and Working Tax Credit)

Please note:

Child Tax Credit can only be claimed provided Working Tax Credit is not also received and the claim is not within a Universal Credit area

NB: Special consideration will be given to families where children qualify for Pupil Premium funding.

The above information relating to benefits will be subject to any changes in national legislation. (Correct at October 2018)

Further source of information

DfE guidance - Charging for school activities (May2018)

Educational Visits protocol

