



Charging and Remissions Policy

Swakeleys School for Girls

Approved by: Finance, Audit, Risk, HR and Health and Safety Committee

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Control Sheet

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1. Introduction

The purpose of this policy is to ensure that all Swakeleys School for Girls students have full and free access to a broad and balanced curriculum. The policy sets out roles and responsibilities, what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

This policy has been formulated in accordance with government's guidance on "Charging for School Activities" and the Education Act 1996, sections 449-462 of which set out the laws on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

2. Roles and Responsibilities

The Board of Trustees

The board of trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the headteacher. The

board of trustees also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance, Audit, Risk, HR and Health and Safety Committee. Monitoring the implementation of this policy has been delegated to the Headteacher.

The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

3. Activities provided free of charge

Swakeleys School for Girls will not charge for the following:

- activities that are a necessary part of the curriculum 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 student is being prepared for at the academy;
- tuition for students 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 student is being prepared for at the academy;
- entry for a prescribed public examination, if the student has been prepared for it at the academy;
- transporting registered students to other premises where the board of trustees or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when she has been prepared for that examination at the academy;
- transport by school minibus is free of charge.

4. Activities where charges may apply

Swakeleys School for Girls may charge for the following activities:

- board and lodging on residential visits but the charges must not exceed the actual cost;
- reward trips;
- any materials, books, instruments or equipment, where the student's parent/carer wishes her to own them;
- costs of non-prescribed examinations where no further preparation has been provided by the academy;
- costs of exam fees paid for by the academy, if a student fails to complete the exam without any good reason;
- the student is entered for an exam against the advice of the school;
- breakages and replacements as a result of damages caused wilfully or negligently by students;
- replacement ID badges and lanyards;
- the sale of non-essential items which are purchased in bulk by the academy and resold at discount prices lower than the commercial market, eg revision guides, scientific calculators;
- activities during the school day that entail additional costs. Examples include PE activities.

5. Remissions

Students who are eligible for free school meals (FSM) and are on the pupil premium register, are also entitled to a 50% remission on all academy trips. In order to be eligible for the remission under FSM, parents/carers must prove they are in receipt of one of the following:

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part V1 of the immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income does not exceed £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Headteacher's Discretionary Fund is used to support families who do not fall under the above category and are experiencing financial hardship.

6. Voluntary Contributions

Minimum voluntary contributions may be sought from those with parental responsibility to enable extra activities to take place. In all cases where voluntary contributions are requested, parents will be told the amount in advance. No student will be omitted from an activity because the person with parental responsibility is unwilling or unable to pay. However, if an activity/event fails to raise sufficient voluntary contributions to cover costs, the activity/event will be cancelled.

7. Calculating charges

When charges are made for any activity covered by this policy, they will be based upon costs incurred, divided by the total number of students participating. Any charges made must not exceed the actual cost of providing the activity.

8. Refunds

The following principles apply to refunds:

- When a trip or event is cancelled, parental contributions will be refunded;
- Refunds are not permitted once financial commitments are made unless authorised by the Headteacher or CFO. Refunds are made to the parents' Parentpay account;
- If a student is unable to participate in a trip or activity due to breach of school policy, refunds are not permitted once financial commitments are made, unless authorised by the headteacher;
- Deposits are non refundable once financial commitments are made.