



Charging & Remissions Policy

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1. Introduction

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.

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.

The Governing Body of Swakeleys School For Girls are responsible for determining the content of the policy and the Headteacher for implementation.

Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

2. Prohibition of Charges

The Swakeleys School For Girls Governing Body recognise 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 student is being prepared for at the academy, or part of religious education;
- 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, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the academy;
- examination re-sit(s) if the student 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 student is being prepared for at the academy, or part of religious education;
- transporting registered students to or from the academy premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport provided in connection with an educational trip;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy;

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- supply teachers to cover for those teachers who are absent from the academy accompanying students on a residential trip

3. Charges

Swakeleys School For Girls may charge for the following activities:

- board and lodging on residential visits (not to exceed the costs);
- the proportionate costs for an individual student of activities wholly or mainly outside academy hours ('optional extras') to meet the costs for:
 - o travel associated costs
 - o materials and equipment
 - o non-teaching staff costs
 - o entrance fees/activity fees
 - o insurance costs
- individual tuition in the playing of a musical instrument provided that it is at the request of the student's parents or carer
- 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
- costs of exam fees paid for by the Academy, if a pupil fails to complete the exam without any good reason
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by students
- any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- 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

4. Remissions

Students whose parents are in receipt of government support payments may, in addition to having a free school meal (FSM) entitlement, also be entitled to the remission or part remission of charges for board and lodging costs during residential academy trips.

The relevant support payments are:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the immigration and Asylum Act 1999

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- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.
- Universal credit in prescribed circumstances
- Income related Employment and Support Allowances
- Support under Part VI of the Immigration and Asylum Act 1999

The Headteacher's Discretion Fund is used to support families experiencing financial hardship.

5. Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the following:

- activities within a curriculum area
- support education trips and visits
- associated travel costs

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

- that the contribution is genuinely voluntary, and a parent is under no obligation to pay;
- that registered students at the academy will not be treated differently according to whether or not their parents have made any contribution in response to the request, and students whose parents are unable or unwilling to make a contribution will not be excluded from the activity; and
- if insufficient voluntary contributions are received the academy reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Curriculum Team Leaders/Leadership team within the academy.

Voluntary contributions will be used to:

- enhance and support learning activities within a faculty
- support some educational visits
- pay travel costs

Approved by: Full Governing Body

Approved: March 2024

Date of next Review: March 2025