



St Wilfrid's
Church of England Academy

Charging and Remissions Policy

Statutory Policy

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For public viewing

Link to other policies:

- School Debt Management Policy
- Educational Visits Policy
- DfE Charging for School Activities
- Pupil Premium
- Data Protection Policy



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1. Rationale

The Governing Body is required to draw up a statement of general policy on the circumstances under which charges are made to parents. This policy will be reviewed annually in the Autumn Term.

2. Admission to the Academy

No charge is made for a child's admission to the Academy.

3. Education in Academy Hours

No charge is made for education provided during Academy hours. "Academy hours" are those when the Academy is actually in session and do not include the lunchtime break. If most of the time spent on a non-residential out of Academy activity is in Academy hours, no charge is made for the activity.

4. Transport

The Academy **cannot** charge for:

- 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 authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the Academy; and
- transport provided in connection with an educational visit.

5. Residential Activities

If the Academy organises a residential visit and the number of Academy sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during Academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Academy day, regulations require that the Academy day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

The Academy **cannot** charge for:

- education provided on any visit that takes place during Academy hours;
- education provided on any visit 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;
- supply teachers to cover for those teachers who are absent from the Academy accompanying students on a residential visit.

The Academy **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When the Academy informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance

- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £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)

6. Voluntary Contributions

The Academy does not make a charge for Academy time activities falling within the National Curriculum. For activities falling outside the National Curriculum, the Principal, or an authorised member of staff, may suggest voluntary contributions from parents to supplement the curriculum. Such requests will make it clear that contributions are voluntary and that children of parents who do not contribute will not be treated differently from other children except that equipment cannot be removed from the Academy premises, for example in the case of iPads. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no other way to make up the shortfall, then it will be cancelled if alternative solutions cannot be reached.

7. Ingredients or Materials

Ingredients or materials for items to be made in the Academy, the Principal or a member of staff acting on her behalf may invite parents to provide or pay for ingredients or materials for items to be made in the Academy and subsequently taken home.

8. Uniforms

Students are required to wear Academy uniform, particulars of which are given in the Academy prospectus. The whole cost of uniform is to be met by parents.

9. Public Examinations

No charge is made for entering students for their initial entries for public examinations that are set out in government regulations and for which students have been prepared in the Academy. Any fee for a remark or script request is recharged where the request is made by the student rather than the Academy. In the case of resits, the entry fee is recharged. When fees are charged, no more than £5.00 per module will be added as a contribution towards the Academy's administrative costs.

10. Musical Instruments

A charge is made for musical instrument tuition provided as part of the Saint Wilfrid's Music School.

11. PE Options

Throughout the various key stages, the PE Learning Area may run an options scheme. Whilst the majority of options are free, parents may wish to enrol their child on an option that incurs a cost. From time to time the PE Learning area undertake fundraising events (often involving sponsorship) in order to provide resources for a teaching assistant who will assist with teaching, extra-curricular provision and administrative support.

12. Loss of, or damage to, Academy property

The Academy will expect parents to cover the cost of Academy property lost or damaged as a result of the action of the student concerned.

13. Books or Equipment which are desirable, but not essential

The Principal or a member of staff acting on her behalf may, from time to time, recommend the purchase of books or equipment which may be helpful to students. Such purchases are voluntary and items will remain the property of parents.

14. Private tuition or activities outside Academy hours

Where a member of staff agrees with parents to provide private tuition or activities outside Academy hours, such an arrangement is regarded as being outside the Academy's responsibility and costs are a matter for agreement between the parties concerned.

15. Copies of Documents and education record

There is no automatic parental right of access to an educational record. However, written requests can be made via the PA to the Principal. A charge will be made for copies of documents and academic records of students.

A cost of the records will be provided on assessment of the number of pages requiring printing and payment must be made prior to the printing of the records.

16. After hours Academy Tuition

A charge may be incurred for after-hours Academy tuition.

17. Parental Requests to Education Records

There is no charge to view the educational records of a child, if you view these on site and this demands very little administration. However, we may charge if there is an excessive administrative cost within a Subject Access Request (SAR), to cover the printing and the staffing costs to manually collate the information requested.

18. Review of Policy

This policy is to be reviewed annually.