



**SHIRELAND**  
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust Policy

# Charging and Remissions for Academy Activities

<b>Committee and Date Approved</b>	Resources Board – November 2019
<b>Category</b>	Statutory - DfE
<b>Next Review Date</b>	Annually unless change in legislation – <b>Autumn 2020</b>
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	FD of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must  
comply with this policy.**

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## Preamble

It is the right of every student to receive free school education. Activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides schools and academies with the discretion to charge for optional extras provided wholly or mainly out of school/academy hours. It also allows schools/academies to invite voluntary contributions in support of any activity organised by the school/academy, whether during or outside school hours.

The Trust and its Academies will always take particular account of students whose families are suffering financial hardship. Decisions will be made on educational grounds and each academy will endeavour to ensure that any activities are deemed appropriate and necessary for the education of the Student.

## Policy Statement

The following lays out the position of the Trust and its academies on specific matters relating to charging and remission:-

### Practical Subjects

Where parents have indicated in writing that they wish to own a finished product, an Academy may make a charge. The charge shall not exceed the cost of the materials used by the student.

### Transport

Where a student travels directly from home to a place of work experience or placement and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of students whose families are in receipt of Income Support or Family Credit. Where activities of this sort are organised by an Academy, the Academy in some instance may meet the travelling costs of these students.

### Optional Extras

A charge may be made for optional extras provided wholly or mainly outside academy hours except where such activities are provided:-

- (i) To fulfil any requirements specified in the syllabus for a prescribed public examination.
- (ii) Specifically to fulfil statutory duties relating to the national curriculum.
- (iii) Specifically to fulfil statutory duties relating to Religious Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges.

The charge per head will not exceed the actual cost of providing the optional extra, divided equally by the number of participating Students, and may include elements for-

- (a) A student's travel costs.
- (b) A student's board and lodging costs.
- (c) Entrance fees to museums, castle, theatres etc.
- (d) Insurance costs.

Board and lodging costs are covered under a separate heading.

### Board and Lodging

A charge may be made for board and lodging in connection with residential activities. The charge cannot exceed the actual cost of providing board and lodging and prior written confirmation from the parent is required that he/she is willing to pay the charge.

Where a residential activity is deemed to take place in school hours or take place outside school hours but is covered by the criteria (i), (ii) and (iii) shown in Section optional extras of this policy statement, no charge for board and lodging can be made in respect of students whose parents are in receipt of Income Support. However, parents will be asked if they would like to make a voluntary contribution towards the costs.

### Tuition in the Playing of a Musical Instrument

Whilst group tuition remains free, the Academy will make a charge for individual musical instrumental tuition, whether inside or outside school hours. Prior written confirmation must be obtained by the school from the parents that they are willing to pay the charge. The charge will include the cost of the teacher (based on a pro-rata calculation of his salary) and, where appropriate, the cost of sheet music and hire and insurance of the instrument.

### Public Examinations

Where a student has not been prepared for a public examination by an Academy (including GCSE and A level resits) but has been allowed by the Academy to sit the examination at the Academy as an examination centre, the Academy may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge. Where an Academy prepares a student for a public examination not prescribed in regulations, even outside school hours, a charge should not be made for teaching costs or for the examination entry fee.

Where a student fails without good reason to complete the examination requirements for any public examination for which he/she has been entered and a fee paid, **or where the public examination is a resit examination** the Academy may recover the fee from the parents regardless of whether the examination is prescribed.

## Breakages

Parents can be asked to pay for the cost of replacing broken windows or damaged books etc., or a contribution to the replacement costs, where this is a result of students' behaviour.

## Private Use of Academy Facilities and any other chargeable activity

Shireland Collegiate Academy Trustees delegate the responsibility for determining charges for the private use of Academy facilities to each of its Academies, for example, private telephone calls, reprographics and faxes. Charges for these services will be made at the current rate applicable for the provision of those services. Any exemptions will be determined on a needs basis at the discretion of as determined by the Principal of the Academy.