



Blue Coat Church of England Academy

# CHARGING AND REMISSIONS POLICY

Date:		June 2022
Prepared by:		D Deeming
Ratified by the Governing Body on:		29 <sup>th</sup> September 2022
	Signature	
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Romans 13:8: “ Let no debt remain outstanding, except the continuing debt to love one another, for whoever loves others has fulfilled the law.

### **Rationale**

The Directors of Blue Coat Church of England Academy recognise the valuable contribution a wide range of additional activities have on a pupil's education. These activities include trips, clubs, sporting events and residential experiences.

The Directors aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

### **Context**

This policy is based on advice from the Department for Education on charging for school activities and the Education Act 1996. In general, the law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Academy. However, schools are allowed to charge for certain costs and this policy outlines activities for which a charge can be made. The level of charge will be dependent on the nature or type of activity and the costs involved. The Directors are also permitted to request voluntary contributions as set out below.

### **Aims**

- To make Academy activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the Academy and which acknowledges the cost of such activities to the Academy's budget.

### **Charges**

The Directors reserve the right to make a charge in the following circumstances for activities organised by the Academy:

#### **Residential activities during Academy hours**

For a residential activity taking place mainly during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel when using the school's minibus. However, a charge (not exceeding the cost) will be made for the board, lodging and any non-teaching staff costs, if applicable.

#### **Optional activities during Academy hours**

Where the Academy provides optional activities in school hours, the full cost of the activity may be charged to parents. This includes travel, materials, non-teaching staff (if applicable) or any other cost incurred directly in connection

with the activity. It will be made clear to parents in advance that the activity is optional and pupils are not required to participate.

### **Activities outside Academy hours (including overseas trips)**

A charge will be made for education provided outside school hours provided it is with the prior agreement of parents. The charge in respect of a pupil will not exceed the actual cost of providing the activity divided equally by the number of pupils participating nor will it include a share of the cost of any remissions.

Costs will, if appropriate, include an element for travel, board and lodging, instruments, materials, books and equipment, non-teaching and teaching staff costs (where a teacher/instructor is engaged specifically to provide the activity), entry fees, activity specific insurance and any other direct costs of the activity.

An administration charge of 5% will be included to off-set the Academy's costs (including those of the Educational Visits Coordinator and finance team) in planning, organising and recording costs and income for such trips. Payment for trips and activities must be made in advance of any trip.

It may be possible for the more costly trips (over £100) be paid for in instalments (over a period of not more than 12 months for the most expensive trips). Where a trip is organised by an external travel agent or operator, who may require a non-refundable deposit from the Academy, then the initial deposit by parents will be for the same amount and will also be non-refundable, unless the Academy is able to obtain a refund. Balances paid by parents will also be non-refundable unless the Academy is able to obtain a refund from the company. The Academy reserves the right to charge the administration fee in all such cases.

### **Materials, books and other equipment**

The Academy may charge for materials used, where a parent indicates in advance they or the pupil wishes to ultimately own the item. Any charge will not exceed the cost of the materials. Alternatively, parents may provide the materials themselves.

### **Instrumental tuition**

The Academy will charge for the cost of instrumental tuition that is not an essential part of the National Curriculum or examination syllabus. Parents are informed of charges at the start of the academic year and, as the Academy must pre-book tuition, these are non-refundable. Instrument hire is available through Forest Arts Centre (Walsall Council) and is currently free of charge (subject to a signed loan agreement).

### **Public examinations**

Pupils

No charge will be made for entering pupils for public examinations. The Academy must enter a pupil for each examination in a public examination syllabus that the Academy has prepared the pupil for, unless they think there are educational reasons for not entering the pupil, or if the pupil's parents ask, in writing, that the pupil should not be entered. An examination entry fee may be charged to parents if:

- the examination is on the set list but the pupil was not prepared for it at the school
- the examination is not on the set list but the Academy arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of a public examination where the Directors originally paid or agreed to pay the entry fee
- the pupil chooses to re-sit a public examination where no additional preparation is provided in the Academy, e.g. if a pupil wishes to improve their original exam grade.

### Private candidates

The Academy will accept private candidates providing they meet our eligibility criteria laid out in our Exams Policy. Fees will be charged based on the following:

- entry fee
- any applicable late entry fee
- other applicable charges, e.g. invigilation cost if the exam is taken in a separate room
- an administration fee at 2.5% of the total cost

### **Uniform**

Pupils are given a free school tie on admission. Replacement ties can be made available to parents and will be charged at cost. Parents purchase PE uniform from the school. This is also charged at cost.

### **Damage to property**

The Directors reserve the right to request the parents of pupils, whose inappropriate behaviour causes damage to property, to contribute to the cost of repairs or replacing defaced, damaged or lost property.

### Voluntary contributions

Although the Academy will not make charges to parents for educational activities taking place in Academy hours, the Academy may request voluntary contributions from parents towards such costs. There will be no obligation for parents to make voluntary contributions towards the cost of Academy activities and it is the Directors' policy that no pupil will be left out of an activity because their parents cannot or prefer not to make a contribution. In such cases pupils will be treated no differently from those who have contributed. All such requests will make it clear contributions are voluntary. The Academy reserves the right to cancel activities if insufficient contributions are received.

## **Remissions**

There is no obligation for any parent to make a voluntary contribution towards the cost of academy activities. Pupils will be treated no differently from those who have contributed.

The Academy may provide some financial support for parents who are having difficulty paying for charging under this policy to enable their child to attend trips and other activities. This support may be either in part or in full. The Directors' policy on remissions is as follows:

- the Academy will provide a limited amount of funds towards charges for pupils eligible for Pupil Premium (maximum of £100 per pupil)
- funding will not be provided for pupils eligible for the 16-19 Discretionary Bursary Fund as this can be used by the pupil to pay such charge (limitations as per the Bursary Fund policy)
- any other parent can request financial support and each request will be considered on its own merit. Granting such support is entirely at the discretion of the Academy and parents may be asked to provide evidence of hardship and income. Such requests should be made, in the first instance, to the appropriate Head of Year. Authorisation for the remission of charges will be made by the Principal/Headteacher on behalf of the Directors.

## **General**

The Directors may from time to time amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Directors from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying pupil will be excluded on the grounds of voluntary contributions.