

BRADFIELDS ACADEMY

GOVERNORS' CHARGING AND REMISSION POLICY

Signed Principal

Date

Signed Chair of Governors

Date

This policy will be reviewed on at least an annual basis and whenever significant changes to the systems and arrangements take place.

Where any changes, amendments or additions are made, the revision number will change.

Reviews that result in no changes at all will maintain the same revision number.

REVIEW DATE	REVISION NUMBER	SIGNATURE
Oct 2018	5	

GENERAL STATEMENT

Bradfields is a maintained academy and therefore the education provided by it is free if it takes place between 8.55 am - 12.25 pm and 1.10 pm - 3.20 pm. It is also free if it is outside academy hours but is required as part of a syllabus for a prescribed public examination or is part of EYFS and the National Curriculum, or part of the statutory religious education.

Under the charging provisions of the Education Act 1996, the Trustees and Governing Body of Bradfields Academy can, however, choose to charge for certain defined activities and these are set out below. This policy is implemented within the letter of the law, and also embraces the spirit of it.

POLICY

No charge

Free education covers materials, books, instruments and other equipment. Parents/Carers are expected to provide academy uniform and PE kit but it will be the responsibility of the academy to provide essential protective clothing such as laboratory coats, safety goggles etc, and materials and ingredients needed for practical subjects such as food technology or technology. The academy will, however, ask parents/carers or students to contribute to these on a voluntary basis. The academy may charge or require the supply of materials if parents have indicated in advance that they wish to have the finished product.

Parents/carers will not be required to purchase or pay the hire or insurance costs of musical instruments and music where the law requires the provision of music tuition to be free, i.e. to meet specific curriculum requirements or part of a prescribed public examination.

The academy will not charge for entering students for 'public examinations' that are set out in regulations. 'Public examinations' also include any vocational course of study that leads to accreditation and approved by the Secretary of State.

Transport provided for students to move to and from any other place where the academy has arranged for education to be provided, e.g. a swimming pool, college and work experience will be free where this is incidental to students' education for which no charge can be made. Where parents/carers are required to ensure students get to work experience, no refund of costs will be made by the academy.

Voluntary Contributions

Bradfields believes, however, that there is additional benefit to be gained by its students from participation in outside visits, journeys, visitors and extra-curricular activities in curriculum areas such as sport and the creative and performing arts.

Voluntary contributions may therefore be requested for some of the above activities which are arranged to enhance the students' learning experience. **There is, however, no obligation to make a contribution and no student whose parents/carers do not do so will be treated differently on this account, i.e. will not be denied participation in the visit or activity.** In cases of family hardship, parents/carers may apply, in confidence, to the principal for exemption from such contributions. *There may be occasions, however, when insufficient voluntary contributions result in the cancellation of the visit/activity.*

Optional Extras

Education outside academy hours which does not fall into any of the 'no charge' categories may be charged for. These are defined as 'optional extras'. In such instances, the prior agreement of parents/carers for their child to participate and their willingness to meet any charge will be sought.

Charges made on such occasions will not exceed the cost of the provision for each student. They may include a proportion of transport costs, materials, equipment, non-teaching staff costs and an appropriate portion of teaching staff costs if a teacher or instructor has to be engaged specifically for the purpose of providing the activity, e.g. a swimming instructor.

The Principal, as delegated by the Governing Body, will determine whether any charges will be made and the amount, and will decide whether or not the whole, or part, of the cost will be passed on to parents/carers.

Residential Visits

These are defined as those requiring students to spend one or more nights away from home. The cost of the board and lodging on a residential visit may be charged to parents of participating students but will not exceed the actual cost to the student. Otherwise remission, like charging, is at the discretion of the Governors.

Exemptions

When a school informs parents/carers 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:

- Universal Credit in prescribed circumstances;

Income Support (IS):

- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the current statutory limit;
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

The Academy Minibuses

Charges may be levied to recover some or all of the running costs of a vehicle. However, the academy can only charge students, staff or parents/carers and must hold a permit issued under Section 19 of the Transport Act 1985 which gives exemption from the Public Service Vehicle Operator and Driver Licensing Conditions.

Breakages and Payments

Generally no charge will be made for accidental breakages or lost books but parents/carers may be asked to pay for any breakages or damage caused as a result of a student's behaviour. Should the repayment prove problematic the Governing Body may proceed with legal action to recoup losses.

Transport to Work Experience

The academy will make provision for students to attend work experience placements with costs covered by the academy.

Education Partly During Academy Hours

For an activity to be considered wholly or mainly outside academy hours, the bulk of the time spent on that activity must lie outside normal academy hours. If the visit counts as taking place outside academy time, then charges can be made. If this is the cost, then that charge will only cover the actual cost and the cost of teachers supervising the activity. If funds are needed to help with hardship cases, these must be through voluntary contributions or from any hardship fund set up by the academy and/or the PTFA, not by an added charge to other parents/carers. Where the cost covers supervisory teachers, such teachers should have a contract that indicates this work is an optional extra.