AIREDALE ACADEMIES TRUST
Airedale Academy Charging and Remissions Policy

Version	Document action	Date
0.1	First draft	25 February 2015
0.2	Final draft	6 May 2015
1.0	Approved by Trust Board	13 May 2015
	Reviewed 2016	

1. INTRODUCTION

Legislation restricts the types of activity schools are allowed to charge parents for. Airedale Academy's policy applies to charges made to parents/students, for facilities used by private individuals and third party organisations that rent school premises (excluding the Sports Centre and Phoenix Theatre, for which separate arrangements apply and can be provided on request).

As a school we try:

- To make activities accessible to all pupils regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To respond to the wide variations in family income while not placing additional unexpected burdens on the school's budget

For the purposes of this document, 'Parent' is taken to include any parent, carer or person with parental responsibility for a student.

2. LEGISLATION

Under the terms of the Education Act 1996, the Governing Body of Airedale Academy must have a policy on charging students to participate in school activities.

Education provided during school hours must be free – the definition of education includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity. By law, students may not be charged for activities that form part of the normal school day, but the school may invite parents and others from time-to-time to make a voluntary contribution to the school's work, to allow us to offer activities or experiences which otherwise might not be possible. This might include a voluntary contribution to activities taking place in school time, activities which form part of the National Curriculum or an examination syllabus, or those which form part of the school's religious education curriculum. However, the child of any parent who is unable to contribute will not be prevented from participating in an activity which takes place during school time if the activity goes ahead.

In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make a contribution
- That pupils will not be treated differently according to whether or not their parents have contributed to the planned activity
- That if there are insufficient contributions received to cover the cost of including all pupils who wish to participate, the activity will not go ahead.

Where an activity takes place outside of school hours and does not form part of the National Curriculum or examination syllabus, this is classed as an optional extra and parents can be asked to meet the full cost of these activities.

3. DETAIL OF CHARGES

3.1 Admissions

No charge shall be made in respect of admission to the academy unless it is for the purpose of:

- Part time education for persons over compulsory school age
- Full time education for persons over compulsory school age
- Teacher training

3.2 Provision of education

No charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The school may charge individuals who are not registered pupils of the academy for education provided or facilities used by them belonging to the school.

3.3 Musical instrument tuition

The school will review on a yearly basis whether or not to charge a contribution towards musical instrument tuition either individually or for a group of not more than four pupils where the lesson is not considered to be part of the National Curriculum or is not preparation for a public examination, even if this lesson takes place during school hours. At Airedale Academy our charge is the tuition cost charged to us by the music teacher; students who are in receipt of Pupil Premium funding are offered lessons a subsidised rate.

3.3 Practical subject charge

Voluntary contributions may be requested to cover the cost of materials and ingredients provided by the school for practical subjects where parents indicate that they wish to receive the finished articles.

3.4 Visits during the school day

A voluntary charge will be made to cover the cost of educational visits and other activities. However, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation. Refunds will not be given if parent makes a contribution but then a child does not participate in the visit.

3.5 Residential visits

Where at least half of the time away from home is not normal school time, where the trip involves an overnight stay or where the work undertaken is not an integral part of an examination course, the trip is classed as optional and parents can be expected to meet the full cost of residential courses in school time. If the visit is deemed to have taken place during the school day, or is part of the national curriculum, or is preparation for a public examination, then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be aware that the activity may be cancelled if insufficient contributions are received.

If a student is unable to go on a trip after the initial deposit has been paid (unless this is because of ill-health, for which a doctors' note will be required), parents will still be required to meet the full cost of the trip, unless another student can be found to take up the place.

3.6 Public examinations

No charge will be made in respect of the entry of a registered pupil at the school for an examination for which the school agrees the pupil should be entered. Charges will be applied for the entry of a student for an examination for which s/he has not been prepared by the school, or for entry to an examination against the advice of the school.

Entries for re-sits of examinations where the school has not provided additional tuition are also subject to charge. Parents seeking to have an examination paper remarked will be required to pay the re-mark fee; however, if the new grade exceeds the original then this fee will be refunded.

Where a pupil fails to attend for an examination for which they have been entered (unless this is because of ill-health, for which a doctors' note will be required), parents will be expected to meet the cost of the examination entry.

3.7 Optional extra visits

Visits that take place outside the school day or as part of an extra-curricular activity can be charged for, and parents are expected to meet the full cost of the trip.

3.8 Loss or damage

Parents will be expect to meet the cost of repairing or replacing any school property damaged or destroyed by a pupil, or any fines to be paid by the school as a result of the actions of a pupil. A charge will also apply for loss or damage of school property (including books or equipment) placed under the care of the student.

3.9 Facilities used by private individuals

Currently this relates to reprographic/printing facilities used by staff members and personal use of school mobile phones/landlines. Charging is on the basis of metered volumes in the case of printing/copying and itemised bills in the case of telephone calls, and at the rate charged to the school.

3.10 Fundraising and sponsorship

General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity must make the purpose of the fundraising clear to those who may wish to contribute.

3.11 Materials and equipment sold to students

The Academy sells a range items of uniform and other education-related sundries to students. The price of these is set to cover the Academy's costs.

3.12 Private fees

Any report or data regarding a child requested by a parent for the purpose of third-party private assessment will be charged at a rate agreed by the Principal in discussion with the Chair of Governors. This rate will include a cost for staff time, photocopying costs and postage.

3.13 Lettings of the Academy buildings

Charges will be levied for the use of the Academy's facilities by private individuals or external organisations at a rate to be determined annually by the Resources Committee. Facilities will only be let where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidised from resources provided for the education of students.

Hirers will need to demonstrate that they have adequate insurance or provision for compensating the school for any damage they cause. They must also leave the facilities in a clean and tidy state, otherwise an additional fee for cleaning will be charged.

4.0 REFUNDING OF CHARGES

4.1 Trips and activities

Charges and contributions are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of £5 or more per student who contributed to the activity. If a visit is paid for and a child does not attend, unfortunately this will not be refunded

4.2 Cashless Catering/Online Payment Systems

Any credit above £5 remaining on a student's account on the Cashless Catering/Online Payment system at the point at which they leave the Academy will be refunded or transferred to another student account at the parents' request.

4.3 Arrangements for surpluses not refunded

Any surpluses not refunded will be transferred to the Discretionary Grants to Students Fund and used to support those pupils whose families are experiencing financial hardship.

5.0 REMISSION OF CHARGES

The Governing Body of Airedale Academy believes that all pupils should have the opportunity to gain fully from the experiences the school has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, support under part IV of the Immigration and Asylum Act 1999 or Child Tax Credit (providing Working Tax Credit is not also received), the Governing Body will observe its statutory duty to remit in full the cost of board and lodgings for any residential activity deemed to take place within school hours.

Parents who find themselves in financial difficulties and who have pupils at the Academy in receipt of Free School Meals may apply in confidence to the Academy for financial support with optional activities. Remission of charges in part or in full will be authorised by the Principal in discussion with the Chair of Governors.

5.0 PROVISION FOR REVIEW

This policy will be reviewed bi-annually by the Resources Committee of the Governing Body and will be adjusted in accordance with any subsequent guidance issued by DfE, EFA or the Trust Board.