



Charging and Remissions Policy

The Axholme Academy

October 2018

Review Date: October 2019

1. Introduction

This policy has been formulated in accordance with the Department for Education (DfE) (formerly the DCSF) advice on charging for academy activities (2014).

2. Aim

The aim of this policy is to set out what charges should be levied for academy activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

Sections 7, 8 and 9 cover education provided wholly or mainly during academy hours; Section 10 covers charges for extended activities outside academy hours, provided by or on behalf of the governing body of The Axholme Academy.

3. Definition of Extended Provision

Extended use of academy premises is when academies open up their academy facilities either before, during or after the academy day as well as during academy holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as students.

Commercial use is defined as academy facilities being let to external organisations/groups on a profit basis.

4. Responsibilities

The governing body of The Axholme Academy is responsible for determining the content of the policy and the Principal for its implementation. Any decisions with respect to individual parents will be considered jointly by the Principal and governing body.

The governing body should make all users aware of local safeguarding procedures, especially when the academy is being let during the normal academy day.

The governing body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

5. Prohibition of Charges

In line with DfE guidance, the governing body will not charge for any of the following:-

- education provided wholly or mainly during academy hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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;
- tuition for students learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the student has been prepared for it at the academy;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy;
- education provided on any trip that takes place wholly or mainly during academy hours;
- education provided on any trip 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 academy accompanying students on a residential trip;
- transporting registered students to or from the academy premises, where the local 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 they have been prepared for that examination at the academy;
- transport provided in connection with an educational trip that is wholly or mainly in academy hours.

6. Publication of Information

A copy of this policy will be included on the academy's website.

7. Charges for Curricular Activities

A charge will be made for

- (a) board and lodging on residential visits (not to exceed the costs incurred)
- (b) the proportionate costs for an individual child taking part in activities wholly or mainly outside academy hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) staffing costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the academy
- (e) costs of non-prescribed examinations where no further preparation has been provided by the academy
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by students
- (h) extra-curricular activities and academy clubs.
- (i) school minibus travel - Under the section 19 permits issued by the Local Authority, charges may be made to recover some or all of the costs of the running of the vehicles, including loss of value. The service must not make a profit under these permits.

8. Concessions

Where the trip takes place wholly or mainly during academy hours, children will, in addition to having a free academy lunch entitlement, also be entitled to concession of these charges if their parents are in receipt of any of the following support payments:

- Income support.
- Income based job seeker's allowance.
- Employment support allowance (income related).
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of the State Pension Credit
- Child tax credit with annual income below £16,190 and no working tax credit allowance.
- The four-week 'run on' of working tax credit

A similar entitlement to concessions applies where the trip takes place outside of academy hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the academy is preparing the student to sit, or the syllabus for religious education.

In respect of (d) above, the amount taken into account will be revised periodically in line with changes to the amount published by the DfE.

9. Voluntary Contributions

Where the academy cannot levy charges and it is not possible to make additional activities within the resources ordinarily available to the academy, the academy may request or invite parents to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Principal and Governors may remit some charges in part or in full as reasonable, in particular individual circumstances.

10. Charges for Extended Activities

- a. Charges are made for optional, extra activities provided outside of the academy day, for example a theatre visit. Charges are also made for extended activities provided in or around the academy by, or on behalf of the governing body. These fall under the following three broad categories:

Educational activities: Activities organised or commissioned by academies for the benefit of their own students such as study support and other enrichment activities (e.g. additional language tuition, music practice, chess club etc).

Non-educational activities: Extra-curricular activities organised by academies such as the provision of childcare for academy staff or recreational activities for academy students.

Community programmes: Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-academy childcare, sport, performing arts, adult education).

- b. Charges are made for renting or leasing part of the academy premises or use of academy equipment.

A schedule of charges for individual activities currently provided on or around the academy site is available on request.