

Ormiston Academies Trust

Wodensborough Ormiston Academy Charging and Remissions policy

Policy version control

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1. Introduction

- 1.1. It is the right of every student to receive free Academy education and activities offered wholly or mainly during the normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.
- 1.2. Whilst recognizing that legislation provides academies with the discretion to charge for optional extras provided wholly or mainly out of academy hours and to invite voluntary contributions for the benefit of the academy or in support of any activity organised by the academy, whether during or outside academy hours, the academy will always take particular account of students whose families are suffering financial hardship.
- 1.3. Decisions will be made on educational grounds and the academy will endeavor to ensure that any activities which are deemed to take place mainly or wholly in academy hours do not disrupt students' education.

2. Aim of Policy

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

3. Responsibilities

- 3.1. The governing body of the academy are responsible for determining the content of the policy and the principal for implementation. Any determinations with respect to individual parents will be considered jointly by the principal and the governing body.

4. Prohibition of Charges

- 4.1. The Governing Body of the academy recognises that the legislation prohibits charges for the following:
 - 4.1.1. Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
 - 4.1.2. 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
 - 4.1.3. Tuition for students learning to play musical instruments if the tuition is provided as part of the national curriculum, or part of a syllabus or prescribed public examination that the student is being prepared for at the academy, or part of religious education

- 4.1.4. Entry for a prescribed public examination, if the student has been prepared for it at the academy
- 4.1.5. Examination resit if the student is being prepared for the resit at the academy
- 4.1.6. Education provided on any trip that takes place during academy hours if it is part of the national curriculum, or prescribed public examination that the student is being prepared for at the academy, or part of religious education
- 4.1.7. Transporting registered students to and from the academy premises, where the local education authority has a statutory obligation to provide transport
- 4.1.8. Transporting registered students to other premises where the governing body or local education authority have arranged for students to be educated.
- 4.1.9. Transport provided in connection to an educational trip.
- 4.1.10. Trans
port that enables students to meet an examination requirement when he/she has been prepared for that examination at the academy.
- 4.1.11. Suppl
y teachers to cover for those teachers who are absent from the academy accompanying student son a residential trip

5. Policy Statement

- 5.1. Classroom Materials: No charge will be made for materials or equipment. However, for certain practical activities (e.g. technology, food technology, textiles etc.) parents/carers may be invited to provide materials or ingredients on a contribution or on a voluntary basis but children who do not wish to contribute will not be treated any differently. Where parents/carers would like to possess the finished product, the academy reserves the right to charge the cost or require the supply of the necessary materials.
- 5.2. Transport: Where a student travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect to meet the cost of students whose families are in receipt of income support or family credit. Where activities of this sort are organised by the academy, the academy will be expected to meet the travelling costs of these students.
- 5.3. School Trips:
 - 5.3.1. Day Visits: for visits that occur during the school day, the academy will invite a voluntary contribution from parents/carers to meet costs. The cost of the voluntary contribution will be reviewed for the children who qualify for the pupil premium. The pupil premium is applied to children who: are registered and in receipt of free school meals currently or in the past 6 years; are looked after; or have parents/carers in the armed forces. Any children

of parents/carers who do not wish to contribute will not be treated any differently. However, where there are insufficient contributions then the activity will be cancelled

5.3.2. Residential (essential) Parents/carers will be charged for the full cost of children's board and lodgings, and then academy will invite voluntary contributions from parents/carers to meet the costs other than board and lodgings. Details of any remission arrangements will be made clear when parents/carers are informed of charges for individual activities.

5.3.3. Residential (non-essential) for residential trips which are not essential to the national curriculum, a charge will be levied up to the cost of the trip, including all allowable costs. The allowable costs are: board, lodging, travel, subsistence, materials, books, instruments, other equipment, cost of non-teaching staff, cost of teaching staff and where separately engaged under a contract for services for that visit or activity, entrance fees to museums, castles theaters etc. insurance costs. However, where there are insufficient contributions to make the activity viable then the activity will be cancelled. Details of any remission arrangements will be made clear when parents/carers are informed of the charges for individual activities.

6. Optional Extras

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

6.1.1. To fulfil any requirements specified in the syllabus for a prescribed public examination

6.1.2. Specifically, to fulfill statutory duties relating to the national curriculum

6.1.3. Specifically, to fulfil duties relating to religious education

6.2. Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parent/carer that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating students.

7. Tuition in the playing of musical instruments except where the criteria above apply

7.1. Whilst whole class tuition remains free, the academy will make a charge for group and individual musical tuition, whether inside or outside academy hours. Prior written confirmation must be obtained by the academy from parents/carers that they are willing to pay the charge. The charge will be based on a pro-rata calculation of their salary and, where appropriate, the cost of sheet music hire and insurance of the instrument.

8. Public Examinations

- 8.1. Then academy will pay the entry fee for all prescribed examinations except:
- 8.1.1. Where the governors consider that there are educational reasons students should not be entered, for example long term ill health or where the parents/carers have so requested in writing.
 - 8.1.2. Where the academy has not prepared the student for the particular examination, for example external candidate that have been privately tutored. Prior written confirmation from the parent is required that he/she is willing to pay the charge
 - 8.1.3. If a student (with parental agreement) is entered for a non-prescribed examination, then the parents/carers may be charged for the entry fee together with any associated charges
 - 8.1.4. The academy reserves the right to recover from parents/carers the costs of examination entry fees should the student fail to complete the required coursework or sit the final examinations.

9. Damage and Loss to property

- 9.1. The academy reserves the right to levy a charge in respect of willful damage, neglect or loss of academy property an/or third party property (including premises, furniture, equipment, books, materials) the charge to be the cost of replacement or repair at the discretion of the principal.

10. Private use of the academy

- 10.1. Governors delegate the responsibility for determining charges for the private use of the academy facilities by members of staff, for example, private telephone calls, reprographics to the Principal.

