



OSSETT ACADEMY
CREATING OPPORTUNITIES. ACHIEVING EXCELLENCE.



CHARGING & REMISSION POLICY

Recommended by: Date:	Director of Finance, Accord MAT Feb 2017
Approved by: Date:	Board of Directors, Accord MAT March 2017
Review Date:	March 2018

1. INTRODUCTION

The Directors of Accord Multi Academy Trust recognise the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences, can make towards students' all-round education and their personal and social development. The Directors aim to promote and provide such activities as part of a broad and balanced curriculum for the students within the Accord academies, and as additional optional activities. Throughout this policy, the term "parents" means all those having parental responsibility for a child.

2. POLICY AIMS

- To ensure that students can access the academy curriculum without cost to their families unless it is agreed, as per section 9 of this policy, that charging will apply;
- To ensure that any extra curricular activities, which are run by external bodies or which incur an additional cost, are only charged at cost;
- To ensure that remissions are implemented in accordance with the relevant criteria; and
- That any additional income generated from external sources is utilised for the benefit of the students.

3. PERSON RESPONSIBLE

The Directors of Accord Multi Academy Trust are responsible for determining the content of the policy. The Head Teacher and Governing Body of each member academy are responsible for the implementation of the policy.

4. SCOPE OF CHARGING

This policy has been formulated in accordance with the Department for Education guidance on "Charging for school activities". This guidance states that charges cannot be made for the following, however a voluntary contribution may be requested at the discretion of the Headteacher where applicable, as per Section 5 below:

- An admission application to any academy;
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment),
- Education provided outside of 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;
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- Entry for prescribed public examination, if the student has been prepared for it at the academy; and
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy

5. CHARGES

The Directors of Accord Multi Academy Trust reserve the right to make a charge for the following, as set out in sections 6 to 11 below.

- Educational visits;
- Extra curricular activities outside of academy hours;

- Provision of additional instrumental tuition as arranged through the academy music department;
- Materials and equipment;
- Examinations; and
- Wilfull damage.

6. EDUCATIONAL VISITS

The member academies of the Accord Multi Academy Trust offer a range of educational visits and trips to students, both inside out outside of academy hours.

For visits taking place wholly during academy hours, the academy may ask parents for voluntary contributions to meet the costs. Although there is no obligation to contribute, unless sufficient voluntary contributions are received, the academy may need to consider whether or not the visit is financially viable. Any insurance costs will be included in charges made for trips and activities.

As a general principle, visits taking place outside of academy hours are considered optional and would normally be funded wholly by parents.

Students whose parents do not contribute cannot be discriminated against.

The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra, however the Headteacher may offer to remit either part or full cost of the board and lodging for any residential activity which:

- takes place during academy hours or;
- is not an optional extra (see definition below).

An optional extra is defined as:

- Falls wholly or mainly outside academy hours, i.e. a skiing holiday during the academy holidays.
- Does not form part of the National Curriculum or the statutory requirements for religious education;
- Is not part of a syllabus towards a Prescribed Public Examination.

Further information on the remission of board and lodging costs is set out in Section 12 of this policy.

7. EXTRA CURRICULAR ACTIVITIES

The Directors reserve the right to charge for the cost of providing any optional extra-curricular activities that take place outside of academy hours, if run by an external body or which incur an additional cost.

8. INSTRUMENTAL TUITION

The academy may charge the cost to the student for providing any instrumental tuition not part of normal curriculum provision. The fees for peripatetic lessons are invoiced by the academy and these lessons are subsidised by the academy.

9. MATERIALS AND EQUIPMENT

The Directors reserve the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is directly relevant for the cost of materials/ingredients for the following subjects: Science, Technology, Art, but this may be applicable to other subject areas.

10. EXAMINATIONS

The Directors may recover any fee in respect of the entry of a registered student at the academy for a public examination in any syllabus if for that examination either:

- the student fails without good reason to meet any examination requirements of that syllabus; or
- the student fails to sit any examination without good reason.

Sixth Form Students

- Students with less than 85% attendance may under the discretion of the Sixth Form Office be asked to pay for their exam entry.
- Exam resits that are made at the request of the post 16 students will be charged at full cost if it is not possible to obtain a refund.
- If a student withdraws from a subject after the 20 April summer exam entry date and it is not possible to obtain a refund the exam entry fee will be charged at full cost.

11. WILFULL DAMAGE

The Governors will allow the academy to ask students and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the student's part. This does not in any way detract from the teaching staff's duty to brief students thoroughly and to manage a calm and safe working environment for the students.

This may include the purchase of a replacement planner, should the student's planner be lost, have graffiti or be damaged.

12. REMISSIONS

The Directors may remit in full or in part the cost of any activity or equipment for particular groups of parents, for example, in the case of family hardship. The criteria for remissions are:

- 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 £16,105;
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

When arranging a chargeable activity such parents will be able to contact the finance office. Authorisation for such remission will be made by the Headteacher of the academy.

Any further requests in relation to financial hardship may also be considered at the Headteachers' discretion.

Signature: Chief Executive	 A Warboys
Signature: Chair of Board of Directors	 B Kelly
Date:	March 2017