



Castle View Enterprise Academy

Charging and Remissions Policy

Author's Name	J. S. Bridges
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SIGNATURES:

Principal	Mrs J. S. Bridges
Chair of Governors	Mrs H. Mottram

Statement of Policy

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential' s and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy the term "parents" means all those having parental responsibility for a child).

This policy has been compiled in line with DfE requirements and in accordance with Sections 449 through 462 of the Education Act, 1996.

This policy will be kept under review and parents will be informed in writing of any changes as and when they are made.

Details of Policy

Prohibition of Charges

The Governing Body of the Academy recognise that the legislation prohibits charges for the following:

- Admission to the Academy
- Students with allocated Pupil Premium
- Education that takes place during officially recognised Academy hours, which includes the supply of any materials, books, instruments or other equipment (but see 'Voluntary Contributions')
- Activities relating specifically to the Academy Curriculum (but see 'Voluntary Contributions')
- Entrance fees for prescribed examinations
- Re-sit of examinations
- Where there are a large number of candidates with results that are unsatisfactory in a specific subject, and the Principal supports the request, the Academy will pay for an appeal
- Transport costs during Academy hours (but see 'Voluntary Contributions')
- Academy equipment, materials, facilities, etc.
- Activities or visits taking place during Academy hours (i.e. where 50% or more of the time spent on the activity, is deemed to be during Academy hours)
- Education which relates to:
 - Syllabuses for prescribed examinations
 - The implementation of the National Curriculum
 - Religious Education
 - Musical tuition if it forms part of the curriculum or a prescribed syllabus

Charges may be made for

- Optional extra activities which take place wholly or mainly outside Academy hours (i.e. where 50% or more of the time spent on the activity, is deemed to be outside of Academy hours) and which are based on parental choice
- Any materials, books, instruments, or equipment where the student's parents' wishes them to own them

- Individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination
- Wilful damage to Academy property, equipment or furniture
- Lost or damaged text or exercise books
- Ingredients and materials for subjects such as DT and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind)
- The recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the Academy has paid an entry fee
- Examinations for which a pupil has not been prepared in Academy or during Academy hours
- Examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the Academy
- Where amendments to examination entries are necessary after the deadline rule (NB. The Examinations Officer is responsible for any administration necessary to prevent a similar recurrence)
- Board and lodgings on residential visits
- Individual appeals by one candidate to the Board based on parental requests – payment must be made before the appeal is lodged

Residential Visits

Charges for visits outside Academy hours (i.e. where 50% or more of the time spent on the activity, is deemed to be outside of Academy hours) can include:

- Travel costs
- Board and lodgings
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres, castles, etc.
- Insurance costs

Visits during Academy hours (i.e. where 50% or more of the time spent on the activity, is deemed to be during Academy hours) can include:

- No charge for education provided
- No charge for travel
- Charges may be made for board and lodgings (see above)

Remission of Charges

Students whose parents are in receipt of the following benefits may be exempt from paying the costs of board and lodgings for Residential Visits:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 value for the current financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.

The Governing Body may on an individual basis consider specific hardship cases. Any requests for funding must be made to the Governing Body in advance of the activity.

Voluntary Contributions

Parents may be invited to make a voluntary contribution towards any activity, whether during or outside Academy hours, residential or non-residential. There is no restriction placed on the activities for which the Academy may request a voluntary contribution.

The terms of any request that is made to parents will specify that the request for a contribution is voluntary and in no way does it represent a charge. In addition the Academy will make the following clear to parents:

- There is no obligation to pay, the contribution is wholly voluntary
- Students will not be treated differently, irrespective of whether or not their parents have contributed voluntarily towards the activity
- If insufficient contributions are received to enable the activity/visit to be funded, then the Academy reserves the right to cancel the activity/visit
- There is no restriction placed on the use which can be made of such contributions

Lettings

The Academy will make selected facilities available to outside users at a charge. The scale of charges will be determined annually by the Academy, and will be of at least the cost of providing the facilities.