

Woodhouse Academy

Charging & Remissions Policy

Reviewed: Autumn 2016
Review Date: Autumn 2017

Aim

The aim of this policy is to set out what charges will be levied for school activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of Woodhouse Academy is responsible for determining the content of this policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal.

Prohibition of Charges

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

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

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Charges

When setting charges, consideration is given to:

- The proportion of the costs recovered where a charge is to be made;
- Whether any remission is to extend beyond the statutory minimum;
- Whether or not special consideration is to be given to hardship cases not contained within the exemptions of how this is to be determined;
- Arrangements for education where the parents fail to pay the charge being levied by the school;
- The level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- The maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- Any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary;
- For lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Educational Activities

Activities taking place during school hours

No charges will be made for any activity or materials which are essential to fulfil the statutory curriculum. Materials required which would result in a finished product, may be charged for, unless parents have indicated in writing that they do not wish to own that finished product.

Voluntary contributions may be requested to enable activities, which are deemed educationally desirable, to take place. Parents will be made aware that the activity may not take place if sufficient contributions are not received. The contributions requested will reflect the cost of that activity, less any subsidy from School Fund.

Activities taking place outside school hours

An appropriate charge may be made to the parents unless the activity is required either:

- As part of the syllabus of a prescribed public examination;
- To fulfil statutory duties relating to the national curriculum (in which case not charge may be made with the exception of board and lodging charges for a residential activity).

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Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the cost of the actual provision. Where the trip takes place wholly or mainly during school hours children eligible for free school meals will be entitled to remission of these charges. A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the national curriculum or forms part of the syllabus for a public examination or religious education. Voluntary contributions may be requested for other costs, e.g. transport, supply costs to cover for the accompanying support staff.

Music Tuition Fees

Charges may be made for teaching either an individual pupil or groups of up to four to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination being followed by a pupil.

The Governors wish to support the strong music tradition of Woodhouse Academy believing that it enhances the life of the whole school and that it makes a significant contribution to the wider community. They, therefore, agree to a subsidy to music instrument tuition for all pupils in receipt of free school meals.

Music tuition is provided by an external provider, Music For Life. The Governing Body agree an appropriate subsidy level at the start of each Academic year, and arrange for the subsidy to be paid to Music for Life. Parents enter into a contract with Music for Life directly, and pay the balance of fees to them.

Lockers

Lockers are available to all pupils to store personal items. There is a charge of £5 per locker for the key. Replacement keys are charged at £3.50 per key.

Other Charges

Departments may levy a charge for additional books/resources which are recommended as helpful to a course but not essential. Heads of department/subject leaders make it plain in their letter to parents that they are merely offering an opportunity to purchase and that the pupils will have access to essential materials.

Voluntary Contributions

Any such contributions must be genuinely voluntary and it will be made clear to parents when contributions are requested that:

- There is no obligation to contribute
- Pupils will be treated the same whether or not their parents have contributed

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If an activity cannot be funded without voluntary contributions it will be made clear to parents in an initial letter indicating:

- The nature of the proposed activity
- The contribution per pupil which would be required if the activity were to take place
- That the activity would not take place if insufficient contributions were forthcoming.

Breakages and Fines

Parents may be asked to pay for the cost of any damage resulting from a pupil's misbehaviour.

Parents will be asked to pay for the replacement of any lost or damaged materials in the care of a pupil.

Lettings

The Governors review the Lettings charges annually, and agree the costs for the following academic year. These are detailed in Woodhouse Academy's Lettings Policy. Any increases for the following year will be communicated to all lettings before the end of the current academic year.

Remissions

Students whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed the limits prescribed by HMRC.

At the discretion of the Principal, full or partial remission may be considered in exceptional circumstances.