ERASMUS DARWIN ACADEMY

Policy Title:	**Charging & Remissions Policy**
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Member of Staff Responsible:	Business Manager
Status:	Statutory
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Change Record		
Version	Date	Description
1.1	Full Governors – 20/03/14	Update to Government regulation detail only
1.2	17/10/17	Update to salary in Eligible Benefits
1.3	22/10/19	Changes to the school day
1.4	12/10/21	Changes to eligible benefits
1.5	03/09/2024	• A section has been added regarding music tuition and also the arrangements for monitoring and evaluation

"Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the "Safeguarding Policy".
Erasmus Darwin Academy

Charging and Remissions Policy

Introduction

The governing body cannot charge parents and students for any activity unless it has drawn up a charging policy. Moreover, when made, charges per student cannot exceed the actual costs incurred, which means that students who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the breaks in the middle of the day. The exception is musical instrument tuition for individual student or students in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the student(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no student should be excluded from such an activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such teaching is not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Section 33 of the Academy's Funding Agreement provides further, guidance on residential, use of mini-buses, public examination and activities provided during school hours by external bodies.

Purpose

The purpose if the policy is to ensure that, during the school day, all students have full and free access to a broad and balanced curriculum.

The school day timings are available on the Academy website

What Was Consulted?

This policy has been informed by the Academy's Funding Agreement and Department for Education guidelines.

Relationship to Other School Policies

The policy complements the school's equal opportunities, educational visits, curriculum and teaching and learning policy.

Roles and Responsibilities of Headteacher, Other Staff, Governors

The **Headteacher** will ensure that the following applies:

During the School Day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the

teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- *The examination is on the set list, but the student was not prepared for it at this school*
- *The examination is not on the set list but we arrange for the student to take it*
- *A student fails without good reason to complete the requirements of any public examination where the academy originally paid or agrees to pay the entry fee.*

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example school visits.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. However if insufficient contributions are made, the trip may be cancelled.

Where these visits do not form a necessary part of the National Curriculum plus religious education the Governors will only consider a reduction of charges if they receive a written request.

From time to time we may invite a non-school based organisation such as Christian Union, Army to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Optional Activities Outside of the School Day

We will charge for optional, extra activities provided outside of the school day, for example concerts and performing arts events. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education Partly During the School Day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for students whose parents are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

School Mini-Bus

Only the school's students, staff or parents may travel at a charge in the school mini-bus. Charges can be levied if the school has a permit issued by the LEA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who qualify for support are those who are in receipt of eligible benefits, criteria for eligibility consideration would be the same criteria as eligibility for Free School Meals and/or Pupil Premium eligibility.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or part) for those pupils who they consider will benefit from such tuition.

Arrangements for Monitoring and Evaluation

The governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.