



**ANSFORD ACADEMY**  
LEARNING TOGETHER TO LEAD OUR LIVES

# **Charging and Remissions Policy**

**Status:** **Statutory**

**Renewal period:** **Yearly**

**Approved:** **March 2023**

**Next review:** **March 2024**

This policy has been impact assessed to ensure that it is in line with our Equality Policy and the Equality Act (2010).

## **Charging Policy**

### **1 Charges for Academy Activities**

The Education Act 1996 and 'Charging for school activities' (May 2018) set out the activities for which charges can be made and those where voluntary contributions can be sought.

### **2 Charges**

The Academy will charge in the following circumstances allowed by the Act:

A - any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them. This will include resources used in the practical subjects such as Art and Design / Technology.

B - optional extras:

- education provided outside of school time that is not: a) part of the national curriculum; b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);
- board and lodging for a student on a residential visit;
- extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

C - music and vocal tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent.

D - community facilities such as private room hire or gym membership.

### **3 Voluntary Contributions**

The Academy will seek voluntary contributions for certain activities. This will include provision of transport for sports fixtures and alternative and extra curricular activities. The majority of school trips will be funded via voluntary

contributions. If the activity cannot be funded without voluntary contributions, the governing body will make this clear to parents at the outset.

Where activities depend on voluntary contribution, the following shall apply:

- It will be made clear to parents that there is no obligation to make any contribution.
- If insufficient voluntary contributions are raised to fund a visit then it must be cancelled.
- It will be made clear at the outset what the policy for allocating places on school visits will be.

#### **4 Remission of Charges**

Parents who can prove they are in receipt of the following benefits may apply for the remission (or part remission) of the charges for items set out in section 2. This includes remission of the charge for board and lodging associated with curriculum residential trips.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

#### **5 Subsidy Policy for School Trips**

The Academy will hold a small budget to help subsidise a number of school trips. The subsidy will be used to pay for students for whom charges will be remitted as set out in this policy. Priority for use of the subsidy will be given to curriculum day trips.

**6 Curriculum Day trips** – Parents will be asked for a voluntary contribution to cover the whole cost of the trip. If insufficient voluntary contributions are raised to fund a visit then it will not run.

**7 Curriculum Residential Trip** – the full cost of the trip will be asked for. The cost given will be made up of

- chargeable elements of the cost of board and lodging

- plus a voluntary contribution element covering all the other costs to the Academy. If insufficient voluntary contributions are raised to fund a visit then it will not run.

**8 Non Curriculum trips (Day or Residential)** – The full cost will be asked for. Hardship cases will be assessed on a case by case basis.

## **9 Other Charges**

**Administration Costs** – The Academy will not seek to make a profit on any activity/resource for which it charges or seeks a voluntary contribution. The amount charged will include the base costs plus those associated with the administration of the process and any relevant transaction charges. This rate will be in the region of 2% of the total cost. This will cover the costs of offering online payment to parents as well as staff time for processing cash payment.

**School Catering Accounts** – Balances of under £10 remaining in school catering accounts, on the departure of a student, will not be refunded. This is because there is usually adequate time for the account to be emptied by the student.

### **Private Photocopying/Telephone Calls**

Private photocopying is charged at the current reprographics rate. Private telephone calls are charged at the current telephone charging rates. Both of these are subject to VAT regulations.

### **Income from Sales - Non-profit Making**

Some goods may be purchased through the Academy for the convenience of parents, students or teachers. The Academy will not seek to make a profit from parents from these sales other than those needed to cover administrative costs. Goods in this category include Academy clothing, books, calculators, recorders, etc. Savings made by bulk buying items will be reinvested into the Academy.

### **Income from Sales - Profit Making**

Some goods will be sold through the Academy with the intention of making a profit and thus raising money for the Academy, PTA or other charity. Goods in this category include Academy photographs, bring and buy items, etc which may be subject to VAT.

### **Income from Donations**

From time to time the Academy will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

In the case of non-uniform days, students will be informed of the charity to receive the donations. If the student attends the Academy out of uniform then

this is taken as an acceptance of the need to make a charity donation. If they do not support the charity involved then the student should wear school uniform.

### **Income from Lettings**

The Business, Finance, Audit and Risk Committee reviews and sets charges made for use of Academy premises. The charges include actual caretaking costs, insurance and a premises charge. Please refer to the Lettings Policy.

## **10 REFUNDS**

Refunds of charges or voluntary contributions received will only be made in the following circumstances:

- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made.
- Where a student pulls out of a trip, that a replacement participant has taken the space and/or the Academy will suffer no financial loss as a result of the withdrawal.
- If the cost of the trip falls subsequent to its initial booking. A trip reconciliation calculation will be carried out and balances exceeding £10 per person will be refunded.
- If a student fails to attend a trip, no refund will be given. In the circumstances of the student being unwell, then it may be possible to claim through the Academy or parents travel insurance.

**IMPORTANT NOTE:** Some school trips are organized and booked with a third party tour operator. Payment of a deposit to the Academy will constitute a contractual agreement with this third party and the tour operator terms and conditions regarding student cancellation will apply.

## **11 Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials and those belonging to a third party). The charge will be the full cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.

In some cases students may be able to work off their debt by undertaking jobs around the Academy.

## **12 Responsibilities**

Authority for day-to-day management of the policy is delegated to the Headteacher and Business Manager who will determine the costs of activities other than those set by the Governors.

The level of charges is a matter for the Governing Body. It is recommended that all charges should include a reasonable element for overheads like electricity, heating, caretaker's overtime, etc. Other things to consider are whether the Academy aims to make a profit, to meet actual costs or to offer say lettings at a subsidy.

All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.