

## FINANCE POLICIES

### CHARGING and REMISSIONS

#### Policy History

1. Previously approved annually by the Local Governing Body of PCSA
2. Approved by BET board September 2016

<b>VERSION</b>	<b>1</b>	
<b>APPROVED</b>	<b>September 15 2016</b>	
<b>REVIEW DATE</b>	<b>September 2017</b>	
<b>SIGNED CHIEF EXECUTIVE</b>		<b>PRINT NAME</b> <b>M J English</b>
<b>SIGNED CHAIR OF TRUST BOARD</b>		<b>PRINT NAME</b> <b>S Livesey</b>

## **1. Introduction**

In general the provision of education is free, but as permitted by the Education Act 1996 and within the Master Funding Agreement, the academy's policy provides for charges in the areas listed below.

This policy meets the requirements of:

- The Education Act 1996; sections 402, 450 – 457, 459-462
- The Education (School sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.
- The Education (Schools and Further Education) Regulations 1981.

- 1.1 A summary of the Charging and Remission Policy is included in the academy prospectus. Parents will be given notice of any proposed change to the policy.
- 1.2 If a charge is made for each student, it will not exceed the actual cost of delivering the activity. If further funds need to be raised, for example, to help in hardship cases, this will be by voluntary contributions or general fund-raising.
- 1.3 The permitted charge may include an allowance for the costs of teachers from the academy who supervise the activity, but only if those teachers have been given a separate contract to provide the optional activity. This contract may not be a formal document.
- 1.4 Activities are priced to be cost neutral, but in the event that a profit is inadvertently made in excess of £2.00 per student, parents will be offered a refund. Monies of less than £2.00 per student will be used for the benefit of Paignton Community & Sports Academy.

## **2. Musical instrument tuition**

Charges will be made for teaching a student either individually or in a group of up to four to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

## **3. Public examinations**

No charges are made for entering students for public examinations that are set out in regulations. The academy must enter a student for each examination in a public examination syllabus that the school has prepared the student for, unless there are educational reasons for not doing so, or if the student's parents ask in writing that the student should not be entered.

- 3.1 An examination entry fee may be charged to parents if:
  - the examination is on the set list, but the student was not prepared for it at the school
  - the examination is not on the set list, but the school arranges for the student to take it
  - a student fails without good reason to complete the requirements of any public examination after the academy has paid or agreed to pay the entry fee (e.g. the student fails to attend the examination without providing a medical certificate or

fails to attend 60% or more of lessons to prepare for the examination or joins the second year of a two year course, e.g. joins in Year 11 for a GCSE course).

- 3.2 Charges will not be made for any cost associated with preparing a student for an examination except when a student is prepared outside school hours for an examination that is not set out in regulations.

The academy reserves the right to charge a refundable fee for examinations for which students are prepared in school but are not set out in regulations.

Any student wishing to retake all or part of an examination will be charged for entry.

**4. Materials, books, instruments or other equipment**

The academy may set a charge for materials used in the academy if a parent indicates in advance that they or the student wish to own the finished article which incorporates the materials. The charge will not exceed the cost of the materials. Alternatively, the parents may be required to provide the materials needed.

**5. Education partly during school hours**

When 50% or more of an activity (including travelling time) takes place during school hours, no charge will be made.

**6. Residential activities**

For a residential activity, taking place mainly during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge will be made either for the education or for the cost of travel. This does not prevent a voluntary contribution being sought. However, a charge (not exceeding the actual cost) will be made for board and lodging, except for students whose parents are receiving Universal Credit, Income Support, Income-based Jobseeker's Allowance, Child Tax Credit (if the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed **£16,190** and support under Part VI of the Immigration and Asylum Act 1999. These eligibility criteria are now aligned with free school lunch eligibility.

**7. School minibuses**

The academy holds a permit issued under section 19 of the Transport Act 1985 and may charge students, staff or parents for transport in its minibus. The permit exempts the academy from Public Service Vehicle (PSV) operator and driver licensing requirements.

**8. Education outside school hours**

A charge will be made for optional extra education provided outside school hours provided it is with the prior agreement of parents. The charge in respect of a student will not exceed the actual cost of providing that activity divided equally by the number of students participating (it will not include a share of the cost of any remissions). Costs will as appropriate include an element for travel, board and lodging, materials, books, instruments and other equipment, administration costs and teaching staff costs (if a teacher/instructor has been engaged specifically to provide the activity) entry fees, insurance and other costs.

**9. Arrangements for part or full remissions of charges for activities outside of school hours**

The academy may, in **very exceptional circumstances**, provide financial support from the academy budget or external grants for those families unable to meet the full cost of

voluntary contributions or charges. Applications should be made in writing to the Principal and will be assessed on an individual basis. The Principal and the chairman of the Local Advisory Group will make the decision, with consideration given to the academy's financial position and the following criteria:

- The purpose of the activity and how closely it is linked to the National Curriculum, and courses being studied
- The personal circumstances and pastoral needs of the student

**Voluntary contributions requested from parents will not include a share of the cost of any remissions.**

The finance, audit and personnel committee of BET will be informed of the total subsidy provided for each activity without identifying individual students.

#### **10. Activities not run by the academy**

A non-school organisation, which arranges an activity to take place during school hours, may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the academy's permission.

#### **11. Damage to property**

The academy reserves the right to ask the parents of students whose inappropriate behaviour causes damage, to pay for or to contribute to the cost of repairs or of replacing defaced, damaged or lost property. The academy reserves the right to report criminal damage to the Police.

#### **12. Voluntary contributions**

Although the Academy cannot charge for school-time activities, it may still ask parents and others for voluntary contributions (in cash or in kind) to make academy funds go further. All requests to parents for voluntary contributions will make clear that:

- the contributions are voluntary
- the children of parents who do not contribute will not be treated any differently
- when an activity cannot take place without some help from parents, and there are insufficient voluntary contributions, the activity may be cancelled

#### **13. Mature students**

13.1 Some level 3 courses are taken by mature students who are not funded through the Education Funding Agency. The academy will charge mature students a course fee, equal to that charged by Adult and Community Learning. Fees will be charged at the beginning of the academic year, and for 2016/17 will be £565.00 per A level plus examination fees.

13.2 Reduced rates are available for those in receipt of some state benefits:

- 30% reduction for those on income support
- 20% reduction for other eligible benefits, including JSA, council tax/housing benefit and working tax credit at a certain level (total household income of under £16,190)

13.3 To claim a reduced fee the student must provide a copy of the official entitlement letter showing benefit details at the time of enrolment.