CHARGING AND REMISSIONS POLICY

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<td>Reviewed By:</td>
<td>Timothy Lewis Director of Support Services</td>
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Statement of intent

George Dixon Academy is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform families on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

We aim:

- To have robust, clear processes in place for charging and remissions.
- To clearly set out the types of activity that can be charged for and when charges will be made.
1. Legal framework

- This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:
  - Education Act 1996
  - The Charges for Music Tuition (England) Regulations 2007
  - The Education (Prescribed Public Examinations) (England) Regulations 2010
  - ‘Our Funding Agreement’

2. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable.

3. Roles and Responsibilities

- The Academy Trust
  The Academy Trust has overall responsibility for approving the charging and remissions policy.

  The Academy Trust also has overall responsibility for monitoring the implementation of this policy.

- The Headmaster
  The Headmaster is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

- Staff
  Staff are responsible for:
  - Implementing the charging and remissions policy consistently
  - Notifying the Headmaster of any specific circumstances which they are unsure about or where they are not certain the policy applies
4. Where charges cannot be made

Below we set out what George Dixon Academy cannot charge for:

- **Education**
  - Admission applications.
  - 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
    - A syllabus for a prescribed public examination that the student is being prepared for by the Academy
    - Religious education.
  - Instrumental or vocal tuition for students learning individually or in groups unless the tuition is provided at the request of the student’s parents.
  - Entry for a prescribed public examination, if the student has been prepared for it at the Academy
  - Examination re-sit(s), if the student is being prepared for the re-sit(s) at the Academy.

- **Transport**
  - Transporting registered students to or from the Academy premises, where the Local Authority has a statutory obligation to provide the transport.
  - Transporting registered students to other premises where the Academy Trust or Local Authority has arranged for students to be educated.
  - Transport that enables a student to meet an examination requirement when he or she has been prepared for the examination at the Academy.
  - Transport provided in connection with an educational activity or visit.

- **Residential Visits**
  - Education provided on any visit that takes place during school hours.
  - Education provided on any visit that takes place outside school hours if it is:
    - The national curriculum
    - A syllabus for a prescribed public examination that the student is being prepared for at the Academy
    - Religious education.
Supply teachers to cover for those teachers who are absent from the Academy accompanying students on residential visits

5. Where charges can be made

Below we set out what George Dixon Academy can charge for:

- **Education**
  - Any Materials, books, instruments or equipment provided where the student's parent wishes him or her to own them.
  - Optional extras (see below)
  - Music and vocal tuition, in limited circumstances
  - Community facilities

- **Optional extras**

We are able to charge for activities known as "optional extras". In these cases George Dixon Academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not:
  - The national curriculum.
  - A syllabus for a prescribed public examination that the student is being prepared for at the Academy.
  - Religious education.
- Examination entry fee(s) where the student has not been prepared for the examination(s) at the Academy
- Transport (other than transport that is required to take the student to the Academy or to other premises where the Local Authority/Academy Trust has arranged for the student to be provided with education)

When calculating the cost of optional extras, the school will only take into account the following:

- Any materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching Staff (including teaching assistants) engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
• The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

• **Music Tuition**

  George Dixon Academy can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student’s parent.

  Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

  Charges cannot be made:
  
  • If the teaching is an essential part of the national curriculum
  • For a student who is looked after by a Local Authority

• **Residential visits**

  George Dixon Academy can charge for board and lodging on non-curriculum residential visits, but the charge must not exceed the actual cost.

• **Damaged or Lost Items**

  The Academy may charge parents for the cost of replacing items broken, damaged or lost due to their child’s behaviour.
6. Voluntary contributions

As an exception to the requirement set out in Section 4 of this policy, George Dixon Academy is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities which the Academy may ask parents for voluntary contributions include:

- School Trips
- Sports activities
- Enrichment Activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the Academy is unable to raise enough funds for an activity or visit then it will be cancelled.

7. Remissions

In some circumstances the Academy may not charge for items or activities set out in section 5 of this policy. This will be at the discretion of the Academy Trust.

Parents in receipt of any of the following benefits may request assistance with the cost of activities:

- Universal credit in prescribed circumstance
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credits and have an annual gross income of no more that £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit

To request assistance, families should contact the Headmaster.

8. Monitoring and Review

- The Chair will be responsible for monitoring the Academy’s compliance with this policy. This policy should be reviewed bi-annually by the Academy Trust but may include consultation with other person(s) as appropriate.
- This policy is to be amended by appropriate persons in line with the recommendations made by the Governing Body or Finance & Audit Committee.

Signed (Chairperson):

Print Name: Sir Robert Dowling Date: 10/7/19