



# **Dixons Academies**

## **Policy Documentation**

### **Policy: Charging & Remissions**

**Responsibility for Review: Operations Manager (DCA)**

**Date of Last Review: March 2017**

# Charging & Remissions Policy

## Statement of Policy:

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy the term "parents" means all those having parental responsibility for a child.

## Details of the Policy:

Charges are not made for:

- admission to the Academy;
- education that takes place during officially recognised Academy hours (see below);
- activities relating specifically to the Academy curriculum;
- entrance fees for prescribed examinations;
- the first examination re-sit where the student has been prepared for it at the school;
- where there are a large number of candidates with results that are unsatisfactory in a specific subject, and the Principal supports the request, the Academy will pay for an appeal;
- transport costs during Academy hours (see 'Voluntary Contributions');
- Academy equipment, materials, facilities etc.
- activities or visits taking place wholly or mainly during Academy hours (i.e. at least 50% during Academy time)
- education which relates to:
  - Syllabuses for prescribed examinations;
  - The implementation of the National Curriculum;
  - Religious Education;
  - Musical tuition if it forms part of the curriculum or a prescribed syllabus

## Charges may be made for:

- optional extra activities which take place wholly or mainly outside Academy hours (i.e. at least 50% outside Academy time) and which are based on parental choice;
- individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination;
- willful damage to Academy property, equipment or furniture;
- lost or damaged text or exercise books;
- lost locker keys, badges;
- ingredients and materials for practical subjects such as Design Technology and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind). Any charge will not exceed the cost of the materials;
- the recovery of examination fees where the student fails, without good reason/medical certificate, to meet the examination requirements for any public examination for which the Academy has paid an entry fee';
- examinations for which a student has not been prepared in Academy or during Academy hours;
- examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the Academy;
- where amendments to examination entries are necessary after the deadline rule (NB. The

Examinations Officer is responsible for any administration necessary to prevent a similar recurrence);

- board and lodgings on residential visits;
- re-sits for 'A' Levels/'AS' modules or GNVQ unit tests (NB. It will be the responsibility of Heads of Departments to inform the Examinations Officer and collect payment from parents prior to the examination);
- individual appeals by one candidate to the Board based on parental requests – payment must be made before the appeal is lodged.

## **Residential Visits**

Charges for visits outside Academy hours (i.e. more than 50% of the time) can include:

- travel costs;
- board and lodgings;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- entrance fees to museums, theatres, castles etc;
- insurance costs.

A charge (not exceeding the actual cost) will be made for board and camp lodgings, except for students whose parents can prove that they are receiving:

- Universal credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the limit in the particular financial year;
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

These 'out of Academy' visit are not a matter for Governors' financial control; they come within the control of the Principal and the organising staff.

## **Charges for Out of School Activities**

An activity that takes place outside school hours cannot be charged for if it is an essential part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education. Any other activity which takes place wholly or mainly outside school hours, both day and residential, is defined as an "optional extra" activity and can be charged for with the prior agreement of parents.

The charge in respect of a student will not exceed the actual cost of providing the activity divided equally by the number of students participating (it will not include a share of the cost of any remissions).

Costs will, where appropriate, include an element of travel, board and lodging, materials, books, instruments and other equipment, support staff costs, and teaching costs (where a teacher/instructor has been engaged specifically to provide the activity, entry fees, insurance and other costs.

**For non-residential activities:** if 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

**For residential visits:** if the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day. (Examples may be found in the Guidance for Charging for School Activities issued by the DCSF in December 2007.

### **Remission of Charges**

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for any residential activity that is organized for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorize remission in consultation with the Chair of Governors.

### **Voluntary Contributions**

- these may be requested for any activity, whether during or outside Academy hours, residential or non-residential;
- there is no restriction placed on the use which can be made of such contributions;
- there will be no obligation to contribute;
- students will not be treated differently according to whether or not their parents have contributed;
- if an activity/visit etc. cannot be funded without certain voluntary contribution and if these indicated contributions are not forthcoming, the activity/visit might not take place.

This policy will be kept under review and parents will be informed in writing of any changes as and when they are made.