

# **MANCHESTER HEALTH ACADEMY**

## **CHARGING AND REMISSIONS POLICY**

## CHARGING AND REMISSIONS POLICY

### Approval History

Approved By:	Date of Approval	Version Approved	Comments
DCSF	10/06/09	V2	
PSG	18/06/09	V2	Minor Amendment
Academy Trust Board			
Finance and Audit Committee	29/09/16	V6	

### Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
10/06/09		V2	Base Document		
02/07/09		V3	A statement regarding letting to the community. A statement on voluntary contributions	No	KJ
03/10/14		V4	Update	No	JR
10/09/2015		V5	Review and Update	Yes	LMS
10/09/2016		V6	Review and Update	Yes (* and italics)	LMS

## 1. Purpose

We want all our students to have an equal opportunity to benefit from the Academy's activities, both on and off site, within and outside the curriculum, regardless of their families financial means.

## 2. Scope

This Charging and Remissions Policy informs staff and parents about charging for Academy activities.

This Charging and Remissions Policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

**Academy sessions commence at 8.40am and end at 14.45. This is considered a typical Academy day, although many extracurricular activities are available to students.**

This policy does not apply to charges made and determined by other organisations offering activities and services on the Academy premises.

## 3. Responsibility

The Governing Body Finance *and Audit* Committee in consultation with the Principal, are responsible for the implementation of the Charging and Remissions Policy and the determination of any individual case arising from the implementation of this policy.

## 4. Our Approach

This policy sets out our Academy approach to charging and remissions. In doing this our intention is to ensure transparency in setting any charges and ensure all children are able to access all the provisions on offer.

## 5. Trips

### Day Trips

No charge will be levied in respect of day trips that take place during Academy hours or are part of the curriculum.

### Residential Trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### Residential Trips – Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- If the amount of Academy time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

- If the amount of Academy time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.
- School trips are funded through parents paying online via Parent Pay system. If a pupil's parent do not use the Parent Pay system then it is possible to send a cheque into the Finance Office.

## **6. Examination Entries**

A charge will be levied in respect of examination entries for students where the Academy has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for students where the Academy has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the Academy may refund the cost.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.

The charge levied will be the cost of the examination entry, plus any applicable centre

## **7. Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, however in extenuating circumstances assistance will be provided for those students who cannot afford such provision. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is normally made.

## **8. Music Tuition**

The Academy levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the Academy and charges are explained and agreed through the Academy Music Adviser. A further discount is available to students whose families are entitled to the pupil premium.

## **9. Activities Outside Academy Hours**

No charge will be made for activities during Academy hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside Academy hours for an examination that is not set out in regulations (the full list of which is available from the Academy), a charge will be levied for tuition and other costs.

For all other activities outside Academy hours, a charge up to the cost of the activity will be levied.

## **10. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

## **11. Voluntary Contributions**

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation, as many parents in this area may struggle with affordability. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **12. Lettings**

The Academy will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance *\*and Audit\** Committee. For users connected to the Academy, the charge will be based on the site staff overtime costs.

## **13. Other charges**

The Principal, Sponsors, Finance *\*and Audit\** Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

#### **14. Remissions Policy.**

The discretion to remit in whole or in part any charge, which may be made by the Academy, has been vested in the Principal.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs. Remission may be made on the grounds of financial considerations with regard to both the pupil and the Academy needs. Remissions may be made on a group or individual pupil basis.

The Principal, Sponsors, Finance *and Audit* Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Principal, Sponsors, Finance *and Audit* Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

The policy will be reviewed regularly by the appropriate Governors' committee meeting and presented at Governing Body meetings for approval.

#### **15. Related Documents**

None.