



# All Saints National Academy

## **CHARGES & REMISSIONS POLICY**

### **Policy Review**

This policy will be reviewed in full by the Local Academy Committee on an annual basis.

The policy was last reviewed and agreed by the Local Academy on 27/9/2022

It is due for review on 27/9/2023 (up to 12 months from the above date).

Signature ..... Date .....  
 Exec / Head

Signature ..... Date .....

Chair of Local Academy Committee

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## **1. Policy Introduction**

At All Saints National Academy we endeavour to help everyone achieve their potential. By listening to each other, thinking about what we do, checking our outcomes and always striving to improve we will ensure that everyone can be safe, happy and successful.

It is the right of every pupil to receive a free education. Activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides academies with the discretion to charge for optional extras provided wholly or mainly out of academy hours and to invite voluntary contributions for the benefit of the academy or in support of any activity organised by the academy, whether during or outside of academy hours, the academy will always take particular account of pupils whose families are suffering financial hardship. Decisions will be made on educational grounds and the academy will endeavour to ensure that all activities which are deemed to take part mainly or wholly in academy hours do not disrupt pupils' education.

## **2. Freedom of Information Act 2000**

The Academy will make charges for information requested under the Freedom of Information Act 2000 for:

- photocopying
- postage and packing
- the costs directly incurred as a result of viewing information

Confirmation of the payment due will be given before the information is provided.

## **3. Admissions**

There is no charge for admissions.

## **4. Academy meals**

There is no charge for children who are entitled to infant free school meals or free schools meals (up to the value of a free school meal). Pupils who are not entitled to free school meals will be charged a set amount per meal.

## **5. Activities that take place during academy hours (this does not include the break in the middle of the academy day)**

There is no charge for activities during academy hours, this does not include external visitors that may come in for enrichment activities.

There is no charge for transport during the academy hours to academy-organised activities, this does not include educational visits.

We may charge for: • Books and materials that the parent wishes the child to keep (the cost will be made clear to the parent before charge) • Optional extras (section 5)

## **6. Activities that take place outside of academy hours (non-residential)**

There is no charge for activities that take place outside of academy hours when they are:

- Part of the set curriculum, including sports matches against other schools
- Part of the syllabus for a public examination that the pupil is being prepared for by the academy
- Part of the academies basic curriculum for religious education.

### **Optional Extras**

We will charge for optional extras.

Optional extras are:

- Education provided outside of academy time that is not: - Part of the National Curriculum - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy - Part of religious education
- Examination entry fee(s) if the pupil has not been prepared for the examination(s) at the academy
- Transport that is not taking the pupil to school or to other premises where the local authority or academy committee has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

The Head of School will decide when it is necessary to charge for optional extras and the level of charge will be set annually by the Head of School. The charges, when determined will be published on the academy's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Under no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- The cost, or proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **7. Activities that take place partly during academy hours (either on or offsite)**

Where the majority of a non-residential activity takes place during academy hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of academy hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a visit. In this case the charging activity will be the same as in section 5.

## **8. Residential activities**

We will not charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education
- Supply teachers to cover those teachers who are absent from the academy accompanying pupils on a residential visit
- Travel costs where the residential activity is classed as being within academy hours
- Residential activities that take place during academy hours.

We will charge for:

- Board and lodging – when any visit has been organised by the academy, where there are any cost for board or lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can provide they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).
- Travel – travel charges may apply when the residential activity takes place outside of academy hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- Activities – the academy may charge for residential activities that fall outside of academy hours (see section 5).

## **9. Remissions and concessions**

We will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income support

- Income based Job-Seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well) • Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- 28 day Working Tax Credit (run on)
- Invalidity Benefit
- Widow's Pension
- Universal Credit.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head of School will authorise the remission of charges.

The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils. This will be determined by the Local Academy Committee and Head of School.

#### **10. Voluntary contributions**

We may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich our pupil's education. (e.g. theatre trips, day trips etc.) This charge will be determined by the number of pupils in the year group and the total cost divided equally between each child.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the academy. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the academy will in no way pressure parents to make a contribution.

Any requested payments can always be paid in instalments.

#### **11. Inability or unwillingness to pay**

The academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

#### **12. Trip refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the academy has to cancel a trip due to foreseen or unforeseen circumstances, parental contributions will be refunded.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Policy and Procedures.

## **12. Sale of goods**

No charges are made to pupils or parents for the provision of goods for curricular purposes.

## **13. Damaged/misplaced items**

The Academy will charge for lost or damaged items that are owned or leased by the academy. A replacement cost will be the original purchase price and not the replacement cost, agreed individually with the Head of School.

## **14. The Zone**

Bookings are required to be made and paid for in advance on the online paying system, School Money. Urgent bookings can be made on the same day by calling the school office (01922 710210) for exceptional circumstances. The admin team will add the booking to School Money and payment will be needed to be processed.

No refunds will be given for cancellations other than in exceptional circumstances agreed by the Head of School. Please notify the academy in writing or via email ([postbox@asna.walsall.sch.uk](mailto:postbox@asna.walsall.sch.uk)) with any alterations to your bookings.

A £5.00 fee will be charged for every 15 minutes your child is collected late after the agreed time. This includes if you are late collecting your child at the end of the school day and your child has to use the services for 10 or more minutes.

The Breakfast Club runs between 7:45am and 8.45am 5 days per week and is charged at a cost of £3.50 per session. Breakfast is provided.

The After School Club runs between 3.15pm and 4.30pm at a cost of £3.50. A snack provided.