

Charging and Remissions Policy

This policy was approved by Trustees as follows –

Board/Committee: Finance Committee

Date: 25 August 2017

Frequency of review: Every 2 year(s)

Next review date: July 2019

ELT Owner: Director of Finance & Resources

Author: Deputy Director of Finance

Summary of changes at last review:

- Amended authorisers list to reflect regionalisation and the fact we have no local governing bodies.
- Added in the requirement to use hire cars when journeys exceed 100 miles.
- Added in note to say misuse of corporate accounts may result in disciplinary action.
- Changed wording on conferences from 'reasonably regular' to 'at times necessary'
- Taken out reference at the start of the document that states that the policy covers procurement cards. They are referenced in the document but procurement cards are covered in a separate policy.
- Changed child care expenses from 'should be agreed in advance' to 'must be agreed in advance'.

Charging and Remissions Policy

1. Introduction

- 1.1 E-ACT recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards students' personal and social education.
- 1.2 E-ACT aims to promote and provide activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.
- 1.3 While wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, E-ACT reserves the right to make a charge for certain activities organised by the Academies from time to time.

2. Charging

2.1 Optional Extras

- 2.1.1 The Academy endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity.
- 2.1.2 Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges will be made.

2.2 Charging for residential activities

- 2.2.1 If the activity is during Academy hours, charges will be made for the board and lodging element of such activities. Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.
- 2.2.2 All such charges will be made in line with government guidelines and will take into account the circumstances of parents.
- 2.2.3 The Academy reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.

2.3 Materials, Equipment and Ingredients

- 2.3.1 E-ACT reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example during design and food technology lessons for students. This will be at the discretion of the Academy.

- 2.3.2 It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside Academy hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply Academy uniform including PE Kit).

2.4 Examination Fees

- 2.4.1 No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy. If a student fails without reasonable cause to complete the examination requirements of any public examination for which the Academy has paid the entry fee, the fee involved will be recovered from the student's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the student, the fee payable by parents/carers may be remitted by the Academy.
- 2.4.2 Where a student and his / her parents wish to enter a public examination for a subject/course not delivered by the Academy, a charge for the cost of entering the student for the examination may be taken if previously agreed by the parent/carer.
- 2.4.3 The Academy recommend which of those candidates who did not reach their potential grade should be re-entered for exams at the Academy's expense (Exams Office).
- 2.4.4 Parents/carers can request to pay for a re-sit if the Academy has not already recommended for this to take place. In this circumstance, and where the Academy has not prepared the pupil for the examination, the Academy will have the right to charge for the exam entry fee.

2.5 Music Tuition

- 2.5.1 There is a charge for individual tuition in the playing of a musical instrument whether in or out of Academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. Any such tuition must be delivered with the agreement of parents/carers. The costs of music tuition will not exceed the cost of providing it, including, amongst other things, the cost of providing a music teacher.

2.6 Community Users

- 2.6.1 The Academy may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs.

2.7 General

- 2.7.1 The cost of repairing damage and replacing Academy property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Parents/carers are reminded that students should not bring valuables into the Academy and understand that the Academy takes no responsibility for any items lost.
- 2.7.2 E-ACT may from time to time amend the categories of activity for which a charge may be made.

2.7.3 Nothing in this policy statement precludes E-ACT from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

3. Remissions

- 3.1 Parents/carers may apply to E-ACT for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. E-ACT may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the discretion of the senior management of the Academy. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.
- 3.2 When arranging a chargeable activity, E-ACT will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form and forward it to the Academy Finance Office and, if requested, provide proof of their income or benefit.
- 3.3 Authorisation of remission will be made by the Head Teacher and/or Finance Director/Manager. All parents/carers, however, will have the right of appeal to the Academy, normally represented by the regional education or operations director.
- 3.4 Parents/carers providing proof of being in receipt of one of the following will be given remission support of charges for chargeable visits:
- Universal Credit (as prescribed in government guidelines on roll-out)
 - Income Support
 - Income-based Jobseeker's Allowance
 - Child Tax Credit, as long as they do not receive Working Tax Credit.
 - the Guarantee Element of the State Pension Credit
 - support under part VI of the Immigration and Asylum Act 1999
 - an income related employment and support allowance that was introduced on 27 September 2008
- 3.5 Other exceptional circumstances may be considered by the senior management team at the Academy.
- 3.6 In the case of uniform support or other chargeable activities remissions will be at the discretion of the Senior Management Team at the Academy.

E-ACT

Application for Remission from Charges/Academy Uniform Support

Date:	Name of Student:
Name of Parent/Carer:	Signature of Parent/Carer: Date:
Activity/ Funding required for:	Total Cost:
Reason for application/circumstances <i>(Please give details of benefits currently received)</i>	

To be completed by the Academy
Granted / Not granted

Amount and breakdown of subsidy granted:	Approved by: [Finance and Principal to sign]
Time given to pay:	Date:
Can this be funded from Activities For All grant?	Other funding/Budget area?
Distribution List: (if applicable)	
Finance Office:	Principal:
Trips Leader:	Other: