



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

CHARGING AND REMISSION POLICY

<i>Responsible Board</i>	Academy Trust Board
<i>Policy Officer</i>	Head of Finance (Academy Trust)
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KING EDWARD VI ACADEMY TRUST BIRMINGHAM CHARGING AND REMISSION POLICY, ACADEMIC YEAR 2018/19

INTRODUCTION

The Academies are required to have a charging and remission policy and all charges for activities, e.g trips, will be made by reference to this policy. Selective Academies should read this policy in conjunction with the Schools of King Edward VI in Birmingham Promise.

1. AIMS

- to make Academy activities accessible to all students regardless of family income;
- to encourage and promote external activities which give added value to the curriculum;
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the Academy; and
- to respond to the wide variations in family income while not imposing additional burdens on the Academy budget.

2. LEGISLATION

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

(a) During School Hours

Education provided during school hours must be free. The definition of “education” includes materials, equipment and transport provided in school hours to carry pupils between the Academy and an activity. It should be noted that schools can charge for any materials, books, instruments, or equipment where the child’s parents wish him/her to own them. Although the Academy cannot charge for school time activities, we may invite parents and others to make voluntary contributions (in cash or in kind). If the activity cannot be funded without voluntary contributions, the Academy will make this clear at the outset, and if insufficient funds are raised then the Academy may cancel the activity.

The essential point is that no pupil may be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Where places are to be allocated, the Academy will make it clear what the policy will be for allocating such places.

(b) Education partly during school hours

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.

(c) Outside School Hours

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination.

Charges may be made for other activities that happen outside school hours. The Education Act 1996 describes activities which can be charged for as “optional extras” (please see below for further clarification on optional extras). It is up to the Academy providing the activities to decide whether to make a charge. The Academy can also charge for community facilities¹ if applicable.

Please note for non-residential activities, 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 example, an excursion might require pupils to leave Academy an hour before the school day ends, but the activity does not end until late in the evening.

(d) Optional Extras

Charges may be made for some activities that are known as ‘optional extras’. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or
 - c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the Academy;
- Transport (other than transport that is required to take the pupil to Academy or to other premises where the Academy has arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit.

In 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;
- the cost of buildings and accommodation;

¹ The powers to provide community facilities are under S.27 (1) of the Education Act 2002.

- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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. It will not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during Academy hours the charge will not include the cost of an alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

3. RESIDENTIAL ACTIVITY

For a residential activity taking place during school hours or essential to the education provided at the Academy, no charge may be made either for the education or the costs of travel.

However, charges can be made for board and lodging in these circumstances provided the charge does not exceed the actual cost, except for pupils eligible for free school meals (see guidance note). The Head will advise parents of the right to claim free activities if they are in receipt of relevant benefits. Specific rules apply to pupils of Selective Academies eligible for the pupil premium not currently eligible for free school meals; these are detailed in the Schools of King Edward VI in Birmingham Promise.

(a) Guidance Note

The statutory minimum remission will be given. Thus, where pupils are entitled to free school meals they will be exempt from board and lodgings charges where a residential activity takes place largely during school hours or is essential to the education provided at the Academy.

4. INSTRUMENTAL TUITION FEES

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition can be an exception to that rule.

The contribution to instrumental tuition fees expected from parents will be set by the Academy.

The Academy cannot charge if:

- the teaching is an essential part of the National Curriculum;
- the pupil is eligible for free school meals;
- the pupil is looked after by the local authority.

Under the terms of the Schools of King Edward VI in Birmingham Promise, Selective Academies will not charge if the pupil is eligible for pupil premium.

Charges may not exceed the cost of the provision, including the cost of the teacher who provides the tuition.

5. POLICY STATEMENT

The Academy will charge wherever possible. The charge will never exceed the actual cost and may be subsidised from Academy funds. Thus, the Academy will charge for:

- (a) Tuition in a musical instrument (unless part of a syllabus for a prescribed examination).
- (b) Board and lodging for pupils on residential courses (but not travel or fees).
- (c) 'Optional extras' wholly or mainly outside school hours (eg ski trips).
- (d) Examination fees where the pupil has not been prepared by the Academy, re-sits where no additional preparation has been given and wasted examination fees - i.e. where a pupil fails to fulfil the examination requirements without good cause.
- (e) Wilful damage, loss or costs arising from pupils' misbehaviour.