



## CHARGING AND REMISSIONS POLICY

### Rationale

At King's Leadership Academy it is our earnest intent that all our pupils have an equal opportunity to benefit from academy's activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out the academy's approach to charging and remissions. In formulating this policy, it is the academy's intention is to ensure transparency in setting charges and ensure all pupils are able to access all the provision on offer.

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

1	<b>Admissions</b>	No charge will be made for admission.
2	<b>School Meals</b>	No charge will be made for pupils entitled to free school meals.
		We will charge all pupils not entitled to free school meals an amount determined by the Academy Trust. It is not the intention of the Academy Trust to profit from the sale of academy meals.
3	<b>Public examinations</b>	No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.
		Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.

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		<p>Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the pupil to take it.</p> <p>We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Principal who will be guided by the actual cost of entry.</p>
4	<p><b>Activities for pupils that take place during school hours</b></p> <p><i>(‘School hours’ are those when school is actually in session and do not include the break in the middle of the school day)</i></p>	<p>No charge will be made for activities provided during school hours <i>(with the exception of specialist music tuition as agreed with parent – see Section 8)</i>.</p> <p>No charge will be made for transport during school hours to school organised activities e.g. to swimming.</p> <p>A charge will be made to cover the cost of books or materials where parents/guardians have confirmed in advance that they wish to own the finished product.</p> <p>We may charge for:</p> <ul style="list-style-type: none"> <li>- Optional extras (section 5)</li> <li>- Music or vocal tuition (section 8)</li> </ul>
5	<p><b>Activities that take place outside of school hours (non-residential)</b></p>	<p>There is no charge for activities that take place outside of school hours when they are:</p> <ul style="list-style-type: none"> <li>- Part of the set curriculum</li> <li>- Part of the syllabus for a public examination that the pupil’s being prepared for by the school</li> <li>- Part of the school’s basic curriculum for religious education</li> </ul> <p><b>Optional extras</b></p> <p>The school will charge for optional extras:</p> <ul style="list-style-type: none"> <li>- Education provided outside of school time that is <b>not:</b> <ol style="list-style-type: none"> <li>a) Part of the National Curriculum</li> </ol> </li> </ul>



		<ul style="list-style-type: none"> <li>b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school</li> <li>c) Part of religious education</li> <li>- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school</li> <li>- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education</li> <li>- Board and lodging for a pupil on a residential visit.</li> </ul> <p>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. In 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.</p> <p>Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.</p>
6	<p><b>Activities that take place partly during school hours either on or off site</b> <i>(nonresidential)</i></p>	<p>Where the majority of time spent on a non- residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>If the majority of the time spent on a non- residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.</p>
7	<p><b>Residentials</b></p>	<p>Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p>



		<p><b>Board and lodging</b></p> <p>We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (See section 10 of guidance for details of legal entitlements to remissions)</p>
		<p><b>Travel</b></p> <p>If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought.</p> <p>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non- paying pupils).</p>
		<p><b>Activities on residential</b></p> <p>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 5).</p>
		<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.)</p>
8	<b>Music tuition within school hours</b>	<p>No charge will be made for the first programme in which a whole class may engage. This includes instrument hire, music books etc.</p>
		<p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.)</p>



		We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Principal and the appropriate committee of the Academy Trust and may vary depending on size of group, length of lesson and type of instrument.
		Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.
9	<b>Damage to property and breakages</b>	We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Principal.
		We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Principal.
10	<b>Remissions and Concessions</b>	We will comply with legal requirements for remissions as outlined throughout this document.
		We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Academy Trust as advised by the Principal. The circumstances in which concessions are applied will be reviewed regularly.
11	<b>Voluntary Contributions</b>	We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.



		<p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.</p>
		<p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>
12	Equal Opportunities	<p>In implementing this policy all members of staff must take into account the School's Equal Opportunities policy. Staff must ensure that no student is disadvantaged on the grounds of gender, race, disability, sexual orientation, age, religion or belief.</p> <p>King's Leadership 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.</p> <p>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.</p>

### Monitoring, Evaluation and Review

Great Schools Trust will review this policy at least every two years and assess its implementation and effectiveness.

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