

KHALSA SECONDARY ACADEMY POLICIES

DATE APPROVED:	February 2014
DATE FOR REVIEW:	February 2016
APPROVED BY:	Finance Committee

Charging and Remission Policy (O28)

Introduction

The policy of the governors of Khalsa Secondary Academy is to provide free education for all attending pupils. The Academy recognises the valuable contribution that the wide range of additional optional activities, including certain clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

This policy is implemented within the letter of the law, and also embracing the spirit of it. The governing body has, therefore, set up a charging and remissions policy for certain activities in school. It will be reviewed from time to time and will be no less generous than the LA's policy

(Throughout this policy, the term "parent(s)" means all those having parental responsibility for a child.)

Outline

The Academy reserves the right to ask for parental contributions in the following circumstances for activities organised by the school: Appendix 1 show a brief overview of charges

- 1 *School trips and residential in school time:* Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to make a voluntary contribution towards the cost of board and lodgings. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Principal for help or exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.
- 2 *Special activities either during school hours or extended hours*
To enhance pupil's skills and learning the Academy has arranged for a series of clubs and activities to be offered by specialists clubs and organisations as optional extras at the end of the formal academic day as part our enrichment program. Such organisations may ask for a voluntary contribution from those parents who want to participate for the services provided as an optional extra. This will include activities such as horse-riding, martial arts and archery. There are other activities available at no charge. However, if any parent would like their child to participate in such activities and cannot make the contribution they can apply in confidence to the principal (as in 1 applies)
- 2 *Activities outside school hours:* There will be occasions when we organise activities out of school hours. Parents will be asked for a voluntary contribution to cover the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras; the same as (1) applies.
- 3 *Materials:* The cost of materials or ingredients for design and technology and food technology, if the pupil or parent wishes to take home or own the final product;

- 4 *Acts of vandalism and negligence:* the Academy reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- 5 *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

6. *Music Lessons:* Extra-curricular music lessons and lessons taught individually or in groups of four or less as optional extras. Music lessons forming a part of the syllabus for a prescribed public examination which is a syllabus for which the pupil is being prepared at the school will be the Academy's responsibility as will music lessons forming part of the National Curriculum or part of the provision for religious education in the academy's basic curriculum.

7 *Out of School Hours Child Care, Breakfast and After School Clubs:* All costs borne by the Academy in supplying supervision and or food/drinks.

8. *School Transport:* Transport to and from school where parents require their child to be picked up by the school minibus service. This does not preclude the right of parents to access the local authorities transport services.
9. *School Lunches and break time snacks:* The Academy will provide a choice of hot or cold, nutritionally balanced two course meals at the equivalent cost of a free school meal. Hot and cold snacks are also available at other times during the school day. These are also subject to a charge.

Calculating Charges

When charges are made for any activity, whether during or outside of the Academy day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for case of hardship will not come through the voluntary contributions of those that can contribute. If any parent is experiencing financial hardship they may discuss this confidentially with the Principal as explained below.

Charges for Photocopying and Telephone Calls

Staff wishing to make use of the schools facilities for their private use should seek permission from the Business manager and complete the log book. The scale of charges will be available in the log and the finance department will invoice staff at the end of every term.

Remissions

We believe that a school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences.

Parents who are in receipt of the following benefits are exempt from paying the charges.

- Universal Credit.
- Income-based jobseeker's allowance.
- Any support under part 6 of the Immigrations and Asylum Act 1999.
- Child tax credit, provided that working tax credit is not also received, or the family's income as assessed by HM Revenue and Customs does not exceed the current HMRC value.
- The guarantee component of state pension credit.
- An income-related employment and support allowance.

Where the parent of a student is in receipt of qualifying state benefit(s), the Academy will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governing Body.

Help can be given as outlined below

1. The Academy will meet the full costs (as outlined above).
2. The Academy will reduce the charges for those families who are in receipt of certain benefits or low income but do not qualify for free school meals.
3. The Governing body have created a school hardship fund for those parents who are in financial hardship.

Special Education Needs

The Academy would not charge for the cost of providing the special education needs of a pupil where these have been agreed with the Local Education Authority.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the Academy from inviting parents to make voluntary contributions.

Payment

We operate a cashless system and payment for all charges including school lunch is done on line through Parent mail. Parents can view and pay into their account at any time. If any parents has any problems or need any help with this, please do not hesitate to contact the school. All discussions are treated confidentially.

Monitoring, Evaluation and Review

The Academy will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Appendix A

Activity	Comment
Individual instrumental music tuition that has been requested by parents that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the music service increase. Parents in receipt of certain benefits could be eligible for a reduction of fees. The first child in the family pays full fees; the second and subsequent child will pay half fees. Any examination fees are paid by parents.
Transport to work experience	Parents will pay directly (except statemented pupils where the statement refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits.
Rescrutiny of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.