

# Charging and Remissions Policy.

## Extract from Financial Regulations 2020.

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## **1.0 Charges and Remission**

### **1.1 Introduction**

James Brindley recognises the benefit and value of a wide range of activities, including trips, clubs and residential experiences can make towards a pupils' progression. And as such, aims to promote and provide such activities as part of a broad and balanced curriculum.

### **1.2 Pupil Meals**

There is no charge for pupils who are entitled to free academy meals. Pupils who are not entitled to free academy meals will be charged a set amount per day as outlined by the Academy.

### **1.3 Examinations**

There is no charge for examinations that are part of the curriculum and on the Academy's examination list, where the pupil has been prepared for the examination by the Academy.

Where a pupil has not been prepared for an examination by James Brindley, the Academy may charge for the cost of entering the examination, as they can for entries to non-prescribed examinations whether or not prepared by James Brindley.

If the pupil fails without good reason to meet an examination requirement, James Brindley may recover the fee incurred. This includes re-sits.

James Brindley may refuse to pay for a pupil to enter an exam on the grounds that they are extremely unlikely to meet the standards required by the examination board.

### **1.4 Activities Taking Place during Academy Hours\***

There is no charge for activities that take place during Academy hours with the following exceptions;

- a. Books, materials and other goods that the pupil wishes to keep
- b. Music or vocal tuition
- c. Residential activities
- d. Items and circumstances outlined in this policy

There is no charge for transport during academy hours to academy-organised activities.

\*Academy hours do not include midday break

### **1.5 Activities Taking Place Outside of Academy Hours\***

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

- a. Part of the set curriculum, including sports matches against other schools and academies.
- b. Part of the syllabus for a public examination that the pupil is being prepared for by James Brindley
- c. Part of James Brindley's basic curriculum for religious education.

James Brindley reserve the right to charge for all other activities outside of academy hours. However, charges will be made clear when offered to pupils.

\*Academy hours do not include midday break

### **1.6 Music and Vocal Tuition**

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

James Brindley may charge for teaching requested by parents. This includes tuition, instruments, music books and exam fees.

### **1.7 Optional Activities**

The Principal will decide when it is necessary to charge for optional activities, and the levels of charge will be set in advance of the offer to the pupils.



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

### 1.8 Residential Activities

James Brindley will not charge for:

- a. Education provided on any visit that takes place during academy hours
- b. Education provided on any visit that takes place outside academy 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 James Brindley, or part of religious education
- c. Supply teachers to cover for those teachers who are absent from work accompanying pupils on a residential visit
- d. Travel costs where the residential activity is classed as being within academy hours
- e. Residential activities that take place during academy hours.

James Brindley will charge for:

- a. Board and lodging, whether it is classified as taking place during academy hours or not. The charge will not exceed the actual cost.
- b. Travel, when the residential activity takes place outside of academy hours. The amount charged will be calculated to cover the unit cost per pupil.
- c. James Brindley may charge for residential activities that fall outside of academy hours.

### 1.9 Extended Activities

From time to time James Brindley may offer clubs, services, or care. James Brindley will charge for these at a rate which will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Extended activities may include, but not be limited to; breakfast clubs, clubs, homework clubs, or childcare.

### 1.10 Breakages, Damages or Loss

Where James Brindley property has been wilfully or recklessly damaged by a student or parent James Brindley may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and James Brindley has been charged, a charge will be sent to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

### 1.11 Remissions and Concessions

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

- a. Income Support
- b. Income based Job-Seekers Allowance
- c. Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- d. Support under part VI of the Immigration and Asylum Act 1999
- e. Guaranteed Element of State Pension Credit
- f. Income related employment and support allowance

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

The Principal will authorise the remission of charges.

James Brindley may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by Principal.



### **1.12 Inability or Unwillingness to Pay**

James Brindley 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 pupil who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.