



# King's Academy Ringmer

## “in pursuit of excellence”

### Charges and Remissions Policy

**Date:** Reviewed 7 December 2017

#### 1. Introduction

The law requires that education during normal academy hours and the examination of students in accordance with the National Curriculum is provided free of charge. The Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits, residential visits and experiences of other environments can make towards students' all round educational experience and their personal and social development. The Governors reserve the right to charge parents in accordance with the provisions of the Education Act 1996.

#### 2. Aim

The Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the academy and as additional optional extras.

#### 3. Charging

Except where students are entitled to statutory remission, **the Governing Board reserves the right to make a charge in the following circumstances for activities organised by the academy:**

- 3.1. **Academy activities in academy hours:** For the board and lodging element of approved residential activities deemed to take place in academy hours.

*NB. Where students wish to attend activities not run by the academy in academy hours, the non-academy organisation may charge the parent. The parent must seek permission for absence (as for a family holiday) and the Principal will decide whether it is in the student's best interest.*

- 3.2. **Activities outside academy hours:** For the full cost to each student of all approved activities deemed to be optional extras taking place wholly or mainly outside academy hours as permitted by the Education Act 1996.

- 3.3. **Individual Instrument Tuition:** For the cost to the student (individually or in a group of up to four) of providing any instrumental tuition not part of the prescribed Public Examination System. Lessons are delivered by peripatetic music staff will be charged by the individual tutor and not through the Academy accounting system.

- 3.4. **Charging in Kind:** For the cost of materials or ingredients for art, photography and

design, food technology, design technology, if parents have indicated in advance that they wish to own the final product.

- 3.5 **Acts of vandalism and negligence:** the Governing Board 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;

No charge will be made in respect of books, materials, equipment, instruments or incidental transport provided in connection with The National Curriculum, statutory religious education or in preparation for prescribed public examination or courses taught at academy. There is an exception where parents have indicated in advance that they wish to own the finished product

*NB: Travelling expenses from home to work experience placements will be met by parents/carers.*

#### **4. Examinations**

The Governing Board will ONLY charge for examination entries in the following circumstances:

the academy has not prepared students for the examination in the year for which the entry is made, or

the examination is not on the set list but the academy arranged for the student to take it, or

a student has failed, for no good reason, to complete the requirements of the examination course or to attend the examination, or

a student wishes to re-sit a whole examination or module for which the academy has paid the initial fee.

#### **5. General/Voluntary Contributions**

The Governing Board may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in academy time. In no case will the charge for each student exceed the actual cost (eg to subsidise hardship cases, or general fund-raising). Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded or treated differently by reason of inability to make a voluntary contribution.

All charges for income of any nature must be made through the Finance Department and authorised by the Director of Finance and Corporate Affairs. Likewise all monies received for such income must be directed to the finance office team who are responsible for recording the receipt of all income entering the Academy. Official Academy receipts will be issued for all monies received on request

#### **6. Remissions**

The Governing Board will offer to remit a contribution towards the cost of board and lodging for any residential activity which is deemed to take place in academy hours, forms part of the syllabus for the National Curriculum or is a requirement of a prescribed examination where the parents/carers of a student are in receipt of the following

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (reviewed annually)

*Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free academy lunches. Children who receive a qualifying benefit in their own right are also eligible to receive free academy meals.*

*Remissions will only be granted once to each student in an Academic Year. In the case of instrumental tuition students may only apply for remission for one instrument.*

## **7. Subsidy**

The academy will subsidise certain activities to a limited extent as funding allows. This is at the discretion of the Principal.

## **8. Delegation**

The operational process – i.e. the decision to grant assistance will be delegated in all cases to the Principal for amounts up to £200. Any requests above this amount will be referred to the Governing Board.

## **9. Contributions to the Curriculum**

In principle, the Governing Board approves the seeking of sponsorship from external sources including parents' donations. In addition, the academy offers opportunities for parents to take part in fundraising activities or to contribute by giving their time.

Although careful planning and scrutiny will ensure optimum use of academy resources, parents may be asked to contribute voluntarily to the provision of additional materials. The Governing Board express their appreciation for all such contributions.