

Charging and Remissions Policy

Article 26: *You have the right to help from the government if you are poor or in need.*



**Grange
Academy**

Belong • Believe • Achieve

Reviewer: Catherine Assink – Head of School

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Due for review: January 2022

Introduction

Grange Academy is committed to providing outstanding educational opportunities for all our learners. This policy is written in accordance with the charging arrangements as set out in the Education Act 1996.

Grange Academy recognises that the Act prohibits charges for Academy activities that take place within Academy hours and/or are part of the Academy curriculum. This policy reinforces that principle, whilst setting out Grange Academy activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Educational activities taking place during Grange Academy hours

'Academy hours' are defined as those during which the Academy is in session, but excluding the midday break.

During the Grange Academy day, all activities that are a necessary part of the curriculum (with the possible exception of individual musical instrument tuition and swimming) will be provided free of charge. This includes any materials, equipment and transport where applicable.

The Academy reserves the right to make a charge in the following circumstances for activities organised by an Academy. Materials and ingredients: the cost of materials or ingredients for art and design, food, hospitality and catering, if parents have indicated in advance that they wish to own the final product.

Voluntary contributions may be requested to enable Grange Academy to run extra activities (including trips and visits) which are deemed educationally desirable. Grange Academy will make it clear in its communications to parents that these contributions are voluntary, and that no pupil will be treated differently according to whether or not his or her parent/carer has contributed.

Where a non-Grange Academy or LA organisation arranges an activity to take place during Academy hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge.

Educational activities taking place outside Academy hours

For all activities outside Academy hours the charge will be set to cover the cost of such items as: Transport/travel costs, board and lodging, Entrance fees, Insurance costs, any materials required for the activity, incidental expenses, costs incurred as a result of teaching and non-teaching staff supervising the activity. The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the Grange Academy budget. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

Other charges

- Charges are made for Grange Academy meals unless a pupil is entitled to free school meals, in which case it is the policy of the Academy to ensure that parents and carers are given advice on how to apply for free meals.
- Individual and class photographs taken by the Academy's appointed photographer or by the Academy are offered for sale from time to time.
- Loss of, damage to or breakage of Academy property e.g. books, windows, furniture, scientific equipment etc. may be charged for if caused by carelessness, negligence or a deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Head of School may decide. Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the Academy.
- Other charges. Grange Academy may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing supporting evidence regarding visa applications, passports etc.

Voluntary contributions to the Academy fund

Parents/carers may be invited to make a financial contribution to the Academy fund. Implementation of this will be subject to approval by the Academy's Local Advisory Board (LAB).

The Academy fund will be used to:

- Acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the Academy's mainstream budget,
- May be used to support a pupil participating in an activity outside Academy hours where that student's parent/carer is not in a position to make the requested contribution.

It will be made clear in all correspondence to parents/carers inviting contributions to the Academy fund that such contributions are wholly voluntary.

Remission of charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Head of School.

Operation

All charges for income of any nature must be made through the Academy's Finance Department. Receipts will be issued for all monies received.

Staff organising a trip, visit, club or activity will notify parents in advance of any likely costs. This will be done in writing, with a reply mechanism for parents to accept the proposed costs. The letter will contain details of remission arrangements as set out in this policy. The organising member of staff, in agreement with the Head of School, will set out the arrangements for collection of costs from parents and the internal process for the collection and receipt of monies.

Collection of unpaid or late monies will be the responsibility of the Grange Academy Finance Department.

The Academy's Finance Department will keep financial accounts of all trips, visits, clubs or activities.