



WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

CHARGING AND REMISSIONS POLICY

Author	Revision Number	Date of Ratification at JNC	Review date
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Policy adopted by the LAB of:		Date:	
Signed by the Chair of the LAB:		Print:	

Philosophy

To make a broad programme of trips and activities accessible to as many students as possible and maintain a fair and coherent system of charges within the constraints of the academy budget.

Rationale

Any charges made by the academy must meet the requirements of the Education Act 1996. The LAB endorse the guiding principles contained in the Act, in particular that no child should have its access to the curriculum limited by charges.

This policy is also compliant with the following legislation:

- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) Charging for School Activities
- DfE (2015) Governance Handbook

Practice

Charges will not be made for any activities, which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

(Activities, which are wholly or mainly within academy hours and form part of the normal curriculum, will not be chargeable).

The additional cost of providing Instrumental music tuition and/or loan of instruments will be recovered through charges unless any of the following apply:

- A child is studying an instrument as part of a public examination;
- Lessons are held out of academy hours and are funded by another means (other external funding);
- Students are Pupil Premium Eligible.

In practical subjects parents may be asked for the full or partial cost of material or ingredients if they have indicated in advance that they wish to own the 'finished product'.

Academy Visits

Staff considering organising an academy visit should consult the School Visits Handbook to ensure they are fully aware of the academy and Local Authority guidance.

Voluntary contributions may be invited for trips, which take place mainly within the academy hours. No child may be excluded because of inability to pay. The academy is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

For those students eligible for Pupil Premium a subsidy is made to cover the cost of board and lodging on academy visits.

Trips, which take place mainly out of the academy hours, and are not directly linked to the curriculum are chargeable. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit
- Income Support
- Income Based Job Seekers Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credits (provided that Working Tax Credit is not also received and family income (as assessed by HMRC did not exceed £16,190 in the previous financial year.
- The guarantee element of state pension credit
- An income related employment and support allowance.

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

Examinations

The academy will normally meet the cost of examination entries for subjects taught at the academy. In cases where candidates have failed to meet the academy's entry criteria but still wish to be entered they will be asked to pay the entry fees.

Candidates who fail, without good reason or miss an examination paper without a valid reason as recognised by the Examination Boards, will be charged the examination fee.

External candidates will be charged the full examination fee.

Loss and Damage to Academy Property

Parents or guardians of a student, who damages or loses any item of academy property or equipment, are liable for the cost or repair or replacement.

School Meals

A schedule of charges for school meals is available as an appendices to this policy.

Community Facilities

A schedule of charges in relation to the hire of facilities can be accessed through our Lettings Policy.

NB: Requests for help from parents in relation to any chargeable activity will be considered and assistance provided within the limits of the academy's budget. Complete confidence will be observed in all such matters.