

# Birches Head Academy



## Charging and Remissions Policy (3.2)

### Policy Information:

Policy Lead	Finance Officer
Date prepared	June 2023
Frequency of Review	Annually
Review Date	June 2024

### Approved by Principal:

Katie Dixon

### Approved by Chair of Governors:

Roisin Maguire



Frank Field  
Education Trust

## **AIM**

At Birches Head Academy, we aim to set appropriate charges that have the overriding aim of supporting the school in providing the best possible education for its students and to enable and encourage the development of a wide range of enriching activities and use of our facilities.

## **PRINCIPLES**

No charge will be made for instruction, books, materials, equipment (not including pens, pencils etc.), travel or entry for public examination in connection with the National Curriculum or related activities during school hours.

Voluntary contributions may be requested, from time to time, for activities wholly or partly in school time which otherwise would be prohibited by cost.

No pupil shall be excluded because of the inability or unwillingness to make a voluntary contribution.

Support may be available towards part or all the cost of an activity where there are financial difficulties, or the family is in receipt of Universal Credit.

If a particular activity cannot take place without some help from parents/carers then this will be explained during the planning stage.

Any request for contributions is based on:

- a) there is no obligation to contribute and;
- b) students will not be treated differently according to whether their parents/carers have made any contribution in response to a request

A charge is made for activities wholly or mainly outside school hours which are not part of the National Curriculum or Statutory Religious Education.

We support the development of all community groups use of Academy facilities through a flexible charging approach.

**Parents/Carers may be asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children.**

Parents/Carers must agree to charges before the child undertakes the activity.

## **KEY RESPONSIBILITIES**

### **The Principal**

The Principal is responsible for the implementation of the Charging Policy and the determination of any individual case arising from the implementation of this policy.

### **The Governing Body**

The Governing Body will review and amend the Charging Policy annually.

The Governing Body will review annually any charges set in relation to this policy.

### **The School Finance Officer**

Will oversee the letting of school premises.

### **The Site Manager**

Will manage the school premises during lettings.

### **Users**

Will abide by the terms and conditions of the Academy's Lettings Policy and conditions of Hire.

## **PROCEDURES**

### **1. Extra-curricular activities outside of School Hours**

Charges will normally be made for all board and lodging costs on residential visits.

Costs for residential visits will be based on a proportionate cost for an individual child for: Board and lodgings, travel, materials, equipment, entrance fees, insurance, tuition and non-teaching staff costs.

Any charge requested cannot exceed the cost of the provision.

### **2. Extra-curricular activities within School Hours**

#### **Curriculum Enriching Activities**

- Music instrumental teaching

Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents. Charges are set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument. Some instruments may be available on loan from the School, subject to a refundable deposit.

- Extra-curricular clubs

A charge may be levied for participation in extra-curricular activities to meet the costs of materials and staffing as needed.

- Residential study visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees.

### **3. Letting of premises**

All charges are set annually. The conditions of hiring and booking are laid down in the School's Lettings Policy.

### **4. Charges for services**

Details of charges for photocopier facilities are available from the school office.

### **5. Public Examinations**

A charge will be made for:

- a) Re-sits for examination where no further preparation has been provided by the school.
- b) Costs of non-prescribed examinations and preparations for such examinations outside school areas.
- c) The failure without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.

### **6. Arrangements for part or full remissions of charges**

The Principal may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application.

This policy also provides for the complete remission of board and lodging charges for pupils whose parents receive Universal Credit if they take part in a residential visit deemed to be in school hours or are required to take part in one for the prescribed examination syllabus or national curriculum purposes.

The Governing Body support the development of all community groups use of the Academy facilities through a flexible charging approach. This may include offering reduced rates in the first instance, in order to assist a new group and would be negotiated with the Principal.

**7.**  
This policy should be read in conjunction with the Academy's Lettings Policy

**8.**  
Requests for copies of student records from Solicitors/individuals to support personal injury claims charged at a minimum of 1 hour @ £25 + photocopying & postage.

### **Policy Review Framework**

The policy should be reviewed annually (or sooner in the event of revised legislation or guidance).