



**ROSE BRIDGE**  
A C A D E M Y

# **Charging and Remissions Policy**

The previous policy was reviewed and adopted by the Governing Body on the 15<sup>th</sup> March 2016

To be reviewed March 2018



## **Charging and Remissions Policy in Connection with Education**

### **General**

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

Academies are required through their funding agreements to comply with the law on charging for school activities.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996, no charges are made to any registered student for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

This policy statement makes the distinction between those activities undertaken at Rose Bridge Academy for which the governing body is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges.

### **Voluntary Contributions**

*'Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.'*

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Headteacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

### **Prohibition of Charges**

The academy cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education;
- instrumental or vocal tuition, for student s learning individually or in groups, unless the tuition is provided at the request of the student's parent/ carer;
- entry for a prescribed public examination, if the student has been prepared for it at the academy; and
- examination re-sit(s) if the pupil student is being prepared for the re-sit(s) at the school academy.



### **Provision of Education**

As part of its statutory responsibilities, this academy will not charge for the education of registered students at the academy for education provided during normal school hours with the exception of:

Tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four students, unless the tuition is part of a syllabus for a public examination for which the student is being prepared by the academy, or part of the implementation of the National Curriculum. This also applies to tuition for playing a musical instrument when the tuition is required as part of the syllabus for which the student is being prepared for public examination.

If the music tuition is provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.

### **Education provided partly during and partly outside school hours**

Unless there are exceptional circumstances whereby education provided to students (even a residential trip) falls significantly outside of normal school hours, then the academy will not charge for the service provided in accordance with Section 452 of the Education Act 1996.

### **Examinations**

Charges cannot be made in respect of the entry of a registered student for a prescribed public examination, for which the student has been prepared at the academy, unless the academy have paid the examination fee and the student fails, without good reason, to meet any examination requirement for that syllabus. In such circumstances the academy may recover the amount of the fee from the student's parent/ carers.

### **Incidental Charges**

- I. The parent/carer of students registered at the academy may not be charged for or asked to supply any materials, books, instruments or other equipment for, or in connection with, the statutory education provided in academy, or a syllabus for a prescribed examination for which the student has been prepared at the academy.
- II. Charges will not be made for transport provided for a registered student if the transport is incidental to the statutory education provided by the academy or is required to allow a student to meet any examination requirement for any syllabus for a prescribed student examination for which they have been prepared by the academy.

For these purposes, incidental to statutory education provision is defined as transport to and from any part of the academy premises in which provision is made for these students, or, to and from any place outside the academy premises where such provision is made.

Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the student, where the parent/ carer has indicated



in advance of the payment that they wish the article to be owned by the student/parent/ carer.

### **Permitted Charges**

The academy may raise a charge to the parent/ carers of students concerned for the following:-

1. Board and lodging provided to a registered student on a residential trip;
2. The provision of extra curricular activities out of school hours such as sports clubs, summer schools, childcare and tap in services;
3. Additional transportation costs, which are not incidental to the education, provided to registered students;
4. Examination costs where a student has failed to meet the examination requirements of the syllabus.

Any charge that is raised will be payable by the parent/carer of the student concerned and will not exceed the actual cost of service provided.