



**Lakelands**  
Academy

# **CHARGING AND REMISSIONS POLICY**

**NEXT REVIEW  
SPRING 2024**

## **INTRODUCTION**

### **Purpose and Background**

The academy wishes to make a broad programme of activities accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the academy budget. It also defines other circumstances when the academy may wish to ask for voluntary contributions, how these charges will be calculated and who might qualify for help with the costs.

The policy is written to comply with the relevant terms of:

- The Education Act 1996;
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; and
- The Education (Prescribed Public Examinations) (England) Regulations 2010.
- DfE Charging for school activities May 2018

### **Charging**

No student should have his/her access to the curriculum limited by charges. However, the academy reserves the right to make a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made the academy reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Parents/carers may apply to the academy for special consideration regarding financial support.

#### **1. Admissions**

There is no charge for admissions.

#### **2. School meals**

There is no charge for students who are entitled to free school meals or infant free school meals. Students who are not entitled to free school meals will be charged a set amount decided by the governing body of the academy trust.

### **3. Public examinations**

There is no charge for examinations that are part of the curriculum and on the academy's set examinations list, where students have been prepared for the examinations by the academy. However, if the student fails without good reason to meet an examination requirement, the academy may recover the fee incurred from that student's parents. These principles apply equally to re-sits.

There is no charge for examinations that are not on the set list but have been arranged by the academy.

There is a charge of the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the academy (see Optional extras under section 5).

### **4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the exception of music tuition in some circumstances (section 8).

There is no charge for transport during school hours for academy organised activities that are part of the academy education and not optional extras.

#### **We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before the charge is made)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**)

### **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools.
- part of the syllabus for a public examination that the student is being prepared for by the academy.
- part of the academy's basic curriculum for religious education.

#### **Optional extras**

The academy will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not:**
  - a) part of the National Curriculum.

- b) part of a syllabus for a prescribed public examination that the student is being prepared for at the academy.
- c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the academy.
  - transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
  - board and lodging for a student on a residential visit.
  - extended day services offered to students (e.g. breakfast clubs, after school clubs etc).

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. Under no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra.
- non-teaching staff.
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- The costs of buildings and accommodation.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The academy will seek the agreement of parents before organising the provision of an optional extra where charges will be made.

### **6. Activities that take place partly during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

### **Our academy will not charge for:**

- education provided on any visit that takes place during school hours.
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, 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.
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.
- travel costs where the residential activity is classed as being within school hours.
- residential activities that take place during school hours.

### **Our academy will charge for:**

#### **Board and lodging**

When any visit has been organised by the academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost** (see **section 11** for more guidance on remissions).

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

#### **Activities**

The academy may charge for residential activities that fall **outside** school hours (**see section 5**).

## 8. Music tuition within school hours

Lakelands Academy follows departmental advice that states that all education provided during school hours must be free, however, music tuition is an exception to this rule.

**Charges will be made if** the teaching is **not** part of either the National Curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The academy will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Lakelands Academy is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for students on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## 9. Extended services

Lakelands Academy is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our academy to provide:

- high-quality learning opportunities either side of the school day;
- ways of intervening early when students are at risk of poor outcomes, *e.g.* by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services);
- ways of increasing student engagement;
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The academy will seek the agreement of parents before organising the provision of extended services activities where charges will be made. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **10. Damage to property and breakages**

Where academy property has been wilfully or recklessly damaged by a student or parent or whilst in their care the academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the academy has been charged, the academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## **11. Remissions and concessions**

The academy will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of the board of governors will authorise the remission of charges.

The academy may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the governing body and headteacher.

## **12. Voluntary contributions**

The academy trust may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the academy. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the academy will in no way pressure parents to make a contribution.

### **13. Inability or unwillingness to pay**

Lakelands Academy is committed to ensuring fair access and treatment of all students and this means ensuring that no student is excluded from an activity because the parents or carers of that student are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the student or parents of the student who did not want to make the payment, or could not make the payment, will not be disclosed by the academy under any circumstances.

### **14. Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the academy complaints policy procedure.