



# Highams Park Academy Trust

## Policy and Procedure for Charging and Remissions

Date of Review	SLMT Lead	Trustee Approval
4 March 2019	Phil Grundy / Sheila Coppel	4 March 2019

Date of next review: March 2022

## **Rationale**

**“2.5.1 The academy trust should set fees for its chargeable services at full cost, but can apply an additional rate of return when in a commercial environment. For the provision of mainstream boarding places, trusts must charge on a full cost recovery basis applying a rate of return of 8% on boarding charges. Fees and charges should be determined in accordance with ESFA’s guidance on Managing boarding provision and annex 6.1 of Managing Public Money.”**

*Academies Financial Handbook, June 2018.*

### **1. Introduction**

This Policy gives regard to the Charging guidance referred to in the Academies Financial Handbook 2018, DfE guidance on full cost recovery in the note on ‘Managing boarding provision’ and wider advice issued to the public in annex 6.1 of Managing Public Money.

The Trust applies full cost recovery to all chargeable services including overheads.

### **2. Admissions**

There is no charge for admissions.

### **3. School meals**

School meals are charged at a rate of £2.15. This covers the full cost of a meal.

There is no charge for children who are entitled to free school meals.

You can check to see whether your child is eligible for Free School Meals at:

<https://www.walthamforest.gov.uk/content/free-school-meals>

### **4. Public examinations**

There is no charge for examinations that are part of the curriculum and on the school’s set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from the students parents. This includes re-sits.

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

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

## **5. Activities and Educational Visits:**

There is no charge for activities that take place during or 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 pupil is being prepared for by the school

Part of the school's basic curriculum for religious education.

Part of Activities week where the student remains on site.

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

- i. books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- ii. optional extras
- iii. music or vocal tuition

## **6. Optional extras**

*The school will charge for optional extras. Optional extras are:*

Education provided outside of school time that is **not**:

- i. part of the National Curriculum
- ii. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- iii. part of religious education
- iv. examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- v. Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- vi. Board and lodging for a pupil on a residential visit.

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

The Principal will decide when it is necessary to charge for optional activities and may levy a 8% admin fee. The levels of charge will be set annually by the Principal on the recommendation of the Resources committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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
- 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.

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

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

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 pupils 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 pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5.4**.

### **a. Residential activities**

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

- i. 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 pupil is being prepared for at the school, or part of religious education
- ii. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

#### **Our school will charge for:**

##### **Board and lodging**

When any visit has been organised by the school 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 be calculated on a full cost recovery basis including overheads.

## Travel

The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## 8. Music tuition within school hours

*The Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.*

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

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil 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. If a student is absent the cost of the lesson will still be recovered unless 24 hours notice is provided.

**The school 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.*

*The Trust is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils 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.*

### a. Extended services

*The Trust* 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 school to provide:

- i. high-quality learning opportunities either side of the school day
- ii. ways of intervening early when children 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)*
- iii. ways of increasing pupil engagement
- iv. Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.



**b. Damage to property and breakages**

Where school property has been willfully or recklessly damaged by a student *or parent* the school 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 pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

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

**c. Remissions and concessions**

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Vice Principal on a case by case basis.

**d. Voluntary contributions**

The *Academy Trust* may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. 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 school will in no way pressure parents to make a contribution.

**e. Pupil Premium statement**

*Highams Park School* is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

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

**9. Payment**

The School operates a cashless payment system. All parents are required to register and make payment to the School online into their Child's account. Payment is taken using either a code or biometric data collected from students following a signed consent form at the point of admissions. Please contact the Finance office for a registration letter with a link code to activate your cashless account.