



All Saints'
Academy
Cheltenham

Charging and Remissions Policy

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Staff Owner:	Mr Rick van Driel
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Trustee Owner:	Ms Emma Taylor
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Charging and Remissions Policy

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Charging and Remissions Policy

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1. Introduction

1.1 The policies of All Saints' Academy, with its distinctive Anglican and Catholic foundation, exist to support the Sponsor's Christian vision, ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each policy evidences the commitment of the Sponsor to developing Body, Mind and Spirit.

1.2 The Board of Trustees has a duty to make a Charging and Remissions policy.

1.3 The Board of Trustees acknowledges the right of every student to receive free Academy education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents'/carers' ability or willingness to help meet the cost.

1.4 The Trustees also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.

2. Aims

The aims of the policy are to:

- explain the Academy's policy on charging and remissions of charges;
- set out the legal position; and
- explain the various responsibilities.

3. The Legal Position

3.1 Charges

In accordance with the Academy's Funding Agreement and the Education Act 1996, no charge may be made for education in Academy hours. This policy is also in accordance with Department for Education Guidance entitled 'Charging for School Activities.'

No charge can be made for the following:

- education provided during Academy hours (including the supply of any books, materials, instruments, equipment, or transport); and
- tuition for students learning to play musical instruments if the tuition is required as 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.

3.2 Examinations

No charge can be made for entry to a public examination on the Secretary of State's prescribed list (except where the student without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework)), or examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy.

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3.3 Admission

No charge can be made in connection with admission to an Academy.

3.4 Finished products

Where parents/carers have expressed a wish in advance to have a finished product made at the Academy (e.g., in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents/carers must know the charge for the product in advance.

3.5 Board and lodging

A charge can be made for board and lodging on residential educational visits/activities.

3.6 Transport

Transport to and from home to any activity not provided by, but permitted by, the Academy, can be charged for.

3.7 Voluntary contributions

Parents/carers may volunteer to pay for any educational activity.

The Academy may request voluntary contributions for any visits/activities both inside and outside Academy time.

4. Permitted charges

4.1 The following are permitted charges:

- charges for board and lodging on trips.
- costs of lost and destroyed Academy property and breakages;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of Academy hours except as outlined above under 3.1;
- the cost of providing materials, books, instruments, or equipment for optional extras;
- education provided outside Academy hours (or outside Academy hours) 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; or
 - c. part of religious education.
- examination entry fees if:
 - the student has not been prepared for the prescribed public examination(s) at the Academy;
 - the examination is not on the set list, but the Academy arranges for the student to take it;
 - the student fails without good reason to complete the requirements of any public examination and the Academy originally paid or agreed to pay the entry fee; and
 - re-sits of prescribed public examinations where no further preparation has been provided by the Academy.

In all cases where a permitted charge is likely to be made the parents/carers must be told of and agree the amount in advance of the optional extra being provided. Parents/carers may be exempt from paying the cost of boarding and lodging costs of trips if they can prove they are in receipt of certain public benefits such as Universal Credit.

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5. Third parties

5.1 The law permits the Academy to charge for the provision of educational services by a third party e.g., the Parents Association (as distinct from activities contracted by the Academy with an external provider), but the Academy must ensure that the monies are paid directly to the third-party organisation.

5.2 In such cases, if the activity is in Academy time, the Academy must formally grant leave of absence to the students taking part, as the activity would no longer technically be part of the Academy's official programme.

5.3 It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Principal must carefully consider the position of accompanying staff, depending on the precise nature and duration of the visit.

5.4 It is the Academy policy that activities provided by third parties (as opposed to activities contracted by the Academy with an external provider) will require permission from the Board of Trustees.

6. Academy Charging Policy

6.1 The law allows Boards of Trustees to charge for the defined activities only if they have first made a policy on charging and remissions.

6.2 Parents/carers will be made aware of the policy, and how they can consult the policy. This requirement will be set out in the Academy prospectus.

6.3 The Board of Trustees therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- Practical subjects: where parents/carers have indicated in writing that they wish their child to bring home a finished product, a charge will be made for the costs of materials/ingredients for subjects such as design or food technology.
- Residential Trips: for the board and lodging element of approved residential activities.
- Activities outside Academy Hours: the full cost to each student of all approved activities deemed to be "optional extras" taking place outside Academy hours. Please see paragraph 4.1 above. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity and will be divided equally by the number of students participating.

7. Voluntary Contributions

The Board of Trustees reserves the right to ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during Academy hours;
- Academy equipment;

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- Academy funds generally; and/or
- specified Academy resources.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no student will be excluded even if they have not made a voluntary contribution. There is no obligation on any parent/carer to contribute.

8. Equal Opportunities

The Board of Trustees and Principal will ensure that the Academy's Equal Opportunities policies are observed in making, reviewing, and implementing the Charging and Remissions policy.

9. Monitoring and Review

The Director of Finance and Operations will report to the Trustees' Staffing and Resources Committee on any relevant aspects of the working of the policy as appropriate.

The Board of Trustees will review the policy every year.