



Charging & Remissions Policy

November 2019

SALT Vision Statement:

“Be Extraordinary”

Mission Statement:

We believe that young people achieve their fullest potential when they have a vision of everything their lives could become. The Bible (John 10:10) quotes Jesus as saying, “I have come that they may have life and may have it in all its fullness”. As academies, we commit ourselves to inspiring our students, and equipping them with the resilience and determination to unlock their unique gifts and realise their highest aspirations. We aim to achieve this through following distinctively Christian principles, and focusing on four key areas, service, achievement, leadership and teamwork.

Reviewed and approved by Sentamu Academy Learning Trust Board of Directors on 12 November 2019

Next review due November 2022

Sentamu Academy Learning Trust

Charging and Remissions Policy

1 Statement of Policy

The Board of Trustees recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

2 Statement of Policy Review

The Board of Trustees has agreed that this policy will be reviewed on a three yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review.

3 Charging and Remissions Policy

3.1 Charges are not made for

- Admission to the Academies;
- Education that takes place during officially recognised Academy hours (but see below);
- Activities relating specifically to the Academies' Curriculum;
- Entrance fees for prescribed examinations;
- The first re-sit examination where the student has been attending specific re-sit lessons in a specific GCSE subject;
- Where there are significantly large number of candidates with exam results that are unsatisfactory in a specific subject, and the Executive Principal/Principal supports the request;
- Transport costs during Academy hours (but see 'Voluntary Contributions');
- Academy equipment, materials, facilities, etc. used by students;
- Activities or visits taking place wholly or mainly during Academy hours (i.e. at least 50% during Academy time); and,
- Education which relates to:
 - Syllabuses for prescribed examinations;
 - The implementation of the National Curriculum;
 - Religious Education; or
 - Musical tuition if it forms a formal part of the curriculum or a prescribed syllabus.

3.2 Charges may be made for

- Charges may be made for some activities that are known as ‘optional extras’. This includes:
 - education provided outside of academy time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the student is being prepared for at the academy; or
 - part of religious education.
 - examination entry fee(s) if the registered student has not been prepared for the examination(s) at the academy;
 - transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions). In 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;
 - the cost of buildings and accommodation;
 - non-teaching staff;
 - teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
 - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, 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 meet the charges.

- Individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination. Such charges will not exceed the cost of the provision;
- Wilful damage to Academy property, equipment or furniture;
- Lost or damaged text or exercise books;
- Ingredients and materials for subjects such as DT and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind);
- The recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the Academy has paid an entry fee;
- Examinations for which a student has not been prepared in Academy or during Academy hours;
- Examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the Academy;

- Where amendments to examination entries are necessary after the deadline rule (NB. The Examinations Officer is responsible for any administration necessary to prevent a similar recurrence);
- Re-sits for 'A' Level/'AS' modules or BTEC unit tests (NB. It will be the responsibility of Heads of Departments to inform the Examinations Officer and collect payment from parents prior to the examination);
- Individual appeals by one candidate to the Board based on parental requests in which case payment must be made before the appeal is lodged;
- Community facilities.

3.3 Residential Visits

The 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 school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

The academy may charge for:

- board and lodging (the charge will not exceed the actual cost);
- Items that fall under the definition of optional extras (see above).

Visits during Academy hours (i.e. more than 50% of the time) can include:

- No charge for education provided;
- No charge for travel;
- Charges may be made for board and lodgings (see above).

3.4 Remission of Charges

Where the parent of a student is in receipt of qualifying state benefit(s), the Governors will remit monies up to the full cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

Such benefits include

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27

October 2008

The Governors may remit charges in full or in part to other parents after considering other specific hardship cases. The Governors invite parents to apply, in the strictest confidence, for the remission of charges in part or in full.

3.5 Voluntary Contributions

These may be requested for any activity, whether during or outside Academy hours, residential or non-residential.

There is no restriction placed on the use which can be made of such contributions and there will be no obligation to contribute.

Students will not be treated differently according to whether or not their parents have contributed and if an activity/visit, etc., cannot be funded without certain voluntary contribution and these indicated contributions are not forthcoming, the activity/visit might not take place.