

Hummersknott Academy Trust



8 - Charging Policy

Review Date: February 2021

Adopted/V1	V2	V4					
Feb 2012	Feb 2015	Mar 2018					

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy applies to all Academies equally.

PURPOSE

The purpose of this policy is to ensure that there is clarity over those items which the Academy will provide free of charge and those for which there may be a charge.

SCOPE

Under the terms of the Education Act 1996, the Trust must have a policy for charging pupils and students to participate in Academy activities.

This policy has been drawn up using guidance issued by the DfE in October 2014.

By law, children may not be charged for activities that take place during the school day. Parents may be asked for voluntary contributions, but if they do not pay their child cannot be prevented from participating, should the activity go ahead. When making a request for a voluntary contribution, it must clearly state that:

- There is no obligation to make any contribution; and
- Pupils and students will not be treated differently according to whether or not their parents have made a contribution.

Education

Hummersknott Academy Trust will not charge for:-

- an admission application;
- provision or supply of any materials, books, instruments, safety equipment, ingredients or any other equipment for use in connection with education provided during normal hours (parents may be invited to provide particular items on a voluntary basis but no pupil or student will be excluded from participation as a result of a parent's unwillingness or inability to contribute. Where pupils or students wish to retain a finished product and the Academy has provided materials it is permitted to make a charge).
- visits during the school day – parents cannot be asked for a compulsory payment for any visit that is taking place during a normal "school" day. Voluntary payments (including full staff costs) can be requested, but if the visit proceeds, pupils or students wishing to go but whose parents are not prepared to pay, must be allowed to attend. They cannot be subsidised by other parents. This will likely mean that insufficient funds will be available and the member of staff involved will need to seek additional funding from the Academy. If this is not possible, the trip must be cancelled.
- education provided outside school hours if it is part of the National Curriculum¹, or part of a syllabus for a prescribed public examination that the pupil or student is being prepared for at the Academy, or part of religious education;
- tuition for pupils or 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 pupil or student is being prepared for at the Academy, or part of religious education;

¹It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

- entry for a prescribed public examination, if the pupil or student has been prepared for it at the Academy; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy.

However, fees paid by the Academy will be reclaimed from parents in cases where a pupil or student fails, without good reason; including nonattendance without a valid Doctor's Certificate, to complete the examination requirement or to sit the examination.

Charges will also be made to cover the costs levied by the examination boards, where parents ask for examination results to be re-scrutinised.

There may be a charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see Music Tuition page 4)
- certain early years provision²
- community facilities³

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment. **Optional extras are:**

- education provided outside school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil or student is being prepared for at the Academy; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil or student has not been prepared for the examination(s) at the Academy;
- transport (see page 5)
- board and lodging for a pupil or student on a residential visit.
- Extended day service offered to pupil or students (for example, breakfast clubs, 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

- support staff;
- teaching staff engaged under contracts for services purely to provide an optional extra; this includes

² The Education (Charges for Early Years Provision) Regulations 2012

³ The powers to provide community facilities are under s.27(1) of the Education Act

supply teachers engaged specifically to provide the optional extra; and

- 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.
- Any charge made in respect of individual pupils or students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils or students participating. It will not therefore include an element of subsidy for any other pupils or students wishing to participate in the activity whose pupils or students are unwilling or unable to pay the full charge.
- Furthermore, in cases where a small proportion of the activity takes place during Academy hours the charge will not include the cost of alternative provision for those pupils or students who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from the Academy accompanying pupils or students on a residential visit.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Education partly during Academy hours

Where an activity takes place partly during and partly outside Academy hours, there is a basis for determining whether it is deemed to take place either inside or outside Academy hours. However, a charge can only be made for the activity outside Academy hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil or student is being prepared for at the Academy and not part of religious education.

Non-residential activities

If 50% or more of the time spent on the activity occurs during Academy hours, it is deemed to take place during Academy hours. Time spent on travel counts in this calculation if the travel itself occurs during Academy hours. Academy hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during Academy hours, it is deemed to have taken place outside Academy hours. For example, an excursion might require pupils or students to leave the Academy an hour before the Academy day ends, but the activity does not end until late in the evening.

Voluntary Contributions

The Academy Trust may, from time to time, ask for voluntary contributions for the benefit of the Academy or any Academy activity. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. It will also be made clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The policy for allocating places on Academy visits will be made clear at the outset.

Residential Visits

The following will not incur charges:

- education provided on any visit that takes place during Academy hours;

- education provided on any visit that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil or student is being prepared for at the Academy, or part of religious education; and
- supply teachers to cover for those teachers who are absent from the Academy accompanying pupils or students on a residential visit.

There will, however, be a charge for:

- residential visits including study visits abroad – where at least half of the time away from home is not normal Academy time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. **As an optional trip, the cost of board and lodging for the pupil or student can be passed on to parents.** The cost of staff accommodation, insurance and transport must be obtained by voluntary payments if the trip is to go ahead.

As a Trust we will always look to provide best value for our pupils or students, and if a more competitive price can be obtained via a commercial travel provider then the cost of supervising staff, included on the trip, may be included in the overall price charged to pupils and students.

Students attending Hummersknott Academy

Students currently on free school meals or in receipt of looked after child allowance and/or receiving pupil premium funding may apply for financial support. The Academy is willing to support a child on one residential trip during their 5 years at Hummersknott Academy.

Where a child does not meet this criteria and parents are facing financial hardship they can apply to the Academy charity funds for financial support.

Music Tuition

Although the law states that, in general, all education provided during Academy hours must be free, instrumental and vocal music tuition is an exception to the rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is available at the request of the pupil's or student's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the National Curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil or student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Transport

Transport is free to families living three miles or more from the Academy and where Hummersknott or Skerne Park is their nearest school. Where parents live less than three miles from the respective Academy or it is not their nearest school, transport will be charged for unless they are eligible for free transport, eg pupils or students who belong to low income families, have SEN.

We will not charge for:

- transporting pupils or students to or from the Academy premises, where the Local Education Authority has a statutory obligation to provide transport;
- transporting pupils or students to other premises where the governing body or Local Education Authority has arranged for them to be educated;
- transport that enables a pupil or student to meet an examination requirement when he/she has been prepared for that examination at the Academy; and
- transport provided in connection with an educational visit but may request a voluntary contribution.

Lettings

For hiring of Academy premises or facilities please see the Academy Lettings Policy.

Vandalism and damage to Academy property

The Academy will seek to recover the cost of repairs or replacement of property from parents/carers caused by a deliberate act of vandalism by a pupil or student.

Equipment on loan

The Academy reserves the right to charge for any equipment loaned to staff, pupils or students which is not returned or damaged.

Keys and Entry Fobs

The Academy reserves the right to charge the member of staff for the replacement of any keys or entry fobs which are not returned or damaged.

This policy links with values 3 - Nothing but the best for all, and 9 – At the heart of the community of Hummersknott Academy Trust's Vision and Values.

RESPONSIBILITY

This policy will be reviewed and updated where necessary by the Chief Financial Officer and approved for adoption by Finance and Audit Committee.

PUBLICISING THE POLICY

A copy of this policy will be available on each Academy's website and the X Drive/intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing and are expected to familiarise themselves with the content.

POLICY STATUS

This is a statutory policy.