



Charging and Remissions Policy 2023-2024

Coordinator	Helen Edwards
Review Frequency	Annually
Policy First Issued	April 2013
Last Reviewed	June 2023
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by LT on	13 th June 2023
Does this policy need to be agreed by Trustees? If yes, which committee?	No
Agreed by Trustees on	N/A
This policy is communicated by the following means:	
Trustees	Website
Staff	Policy folders on staff SharePoint
Parents	Website, letters home about trips & music peri programme, etc
Students	Letters about trips & music peri programme, etc

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1. Rationale

The Body of Trustees of Clapton Girls' Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the students at Clapton Girls' Academy and as additional optional activities. 'Parent' refers to any person with parental responsibility.

2. Context

The law states that education provided during academy hours must be free. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in academy hours. No student may be left out of an activity because their parents cannot or will not make a contribution of any kind.

In this policy, all references to parents include carers and persons with parental responsibility.

3. Aims

The aims of this policy are:

- To make academy activities accessible to students regardless of family income
- To provide a process which allows activities to take place at a minimum cost to parents, which acknowledges the cost of such activities to the academy's budget.
- To ensure any consideration of requests for contributions or costs are fair and transparent.

4. Charges

4.1 Non Chargeable Activities

Clapton Girls' Academy does not charge for the following:

- an admission application
- education provided during school hours (including the supply of materials, books or other equipment, unless the student is going to keep and therefore 'own' them);
- education provided outside school hours if it is part of the curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy;
- entry for a prescribed public examination, if the 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.

4.2 Chargeable Activities

Clapton Girls' Academy reserves the right to make charges for certain activities.

However, parents may choose to apply for free or reduced charge activities if they are in receipt of the following state benefits and their child is therefore eligible for Free School Meals:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1996



- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

For parents to claim free or reduced charges for trips and residentials, they need to complete the Remission of Charges Request Form, shown in Appendix A. This support available needs to be made clear when the trip letter is sent home.

Activity	Cost for non FSM* Students	Cost for FSM* Students
Trips and residential taking place largely during academy hours that are essential to the curriculum (eg field trip to gather data for GCSE exam)	Full cost for board and lodging charged. No transport costs charged.	Are exempt from paying the cost of board and lodging
Trips and residential taking place outside Academy hours or non essential to the curriculum (eg Focus Day trips)	Full cost charged.	
Small Group Instrumental Tuition	Full cost to be paid. For 2022/23 £84 per term For 2023/24 £84 per term	50% of full cost to be paid. For 2022/23 £42 per term For 2023/24 £42 per term
	If tuition forms an essential part of the academy's examination syllabus (GCSE Music) then 50% of the normal applicable charge is made.	
Paired Instrumental Tuition	For 2022/23 £124 per term For 2023/24 £124 per term	For 2022/23 £62 per term For 2023/24 £62 per term
Individual Instrumental Tuition	Full cost to be paid. For 2022/23 £248 per term For 2023/24 £248 per term	50% of full cost to be paid. For 2022/23 £124 per term For 2023/24 £124 per term
	If tuition forms an essential part of the academy's examination syllabus (GCSE Music) then 50% of the normal applicable charge is made.	
Instrumental Hire	£20 per term (2022/23) £20 per term (2023/24)	
Resources	Where the student wants to 'keep' and therefore 'own' a resource then a reasonable voluntary contribution for the materials will be made e.g. materials for product design, ingredients for food technology, core texts for English where students are going to 'mark up' books. For 2023/24, students who study subjects in the Art, Design & Technology faculty, parents will be asked for a £10 contribution per year to cover materials. The charge for students who are eligible for FSM will be £5. Non-payment of this voluntary contribution will not affect student participation in learning activities.	
Acts of vandalism and negligence	The academy reserves the right to recover the full cost of repair or replacement for damage to buildings or resources, which is the result of vandalism or negligence by a student.	

* FSM – Free School Meals



Please note that for lettings charges, the Academy has a separate lettings management arrangement with Schools Plus.

5. Voluntary Contributions

Voluntary contributions may be requested from parents to cover the cost of:

- Ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed.
- Entrance fees to places visited as part of the curriculum.

No student is prevented from participation if their family are unable to contribute.

Parents can choose to pay extra contributions in order to cover the cost of other students if they wish to. This option is given via ParentPay.

6. Remissions

There will be no obligation for any parent to make a voluntary contribution towards the cost of academy activities. Students will not be treated differently regardless of whether or not their parents/persons with parental responsibility have made a contribution.

The Trustees may wish to remit in full, or in part, the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Parents should complete a Remission of Charges Claim Form as shown in Appendix A. The Headteacher will make authorisation for such remission. For charges relating to trips the member of the Leadership Team who leads on trips will make authorisation for such a remission in consultation with the Chair of Trustees.

7. Monitoring & Evaluation

The Trustees may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Board of Trustees from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place during academy time. Parents 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 qualifying child will be excluded on the grounds of voluntary contributions.



Appendix A – Remission of Charges Claim Form

Child's Name: _____ Form: _____

1. What Academy request for payment do you wish to be considered?

Amount: £

What is this payment request for?

2. Please let us know how much you are requesting the charge is reduced to:

£

3. Please briefly explain why you are making this request

4. Please indicate if you are entitled to any of the following benefits:

✓	Benefit
	Income Support
	Income based Job Seekers Allowance
	Support under section VI of the Immigration and Asylum Act 1996
	Working tax credit and an annual income that does not exceed the published Inland Revenue threshold
	Universal Credit

5. Does your child currently receive Free School Meals? Yes/No

I can confirm that the information provided on this request form is true and accurate.

Signed:

Date:

Parent Name:

Please return completed request forms to the Headteacher for consideration.

For office use only

Decision of Headteacher: Request Agreed / Not agreed
Use of Pupil Premium: Yes/No Other Funding:
Copy to HOF, Deputy SBL and SBL
Deputy SBL to communicate outcome to parent/carer and make necessary adjustments to ParentPay.