

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

The University Academy Holbeach

Principal: Sheila Paige BA (Hons.)

Charging and Remissions Policy

11th November 2019
To be reviewed annually

Approved by Governing body November 2019

Signature _____

Date _____

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary Contributions

- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.
- All contributions are voluntary. Planned activities may be cancelled if financial support is not forthcoming. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- General fundraising and sponsorship may be used to permit additional activities.
- Non-uniform days exist in each term and pupils are asked to pay a donation of £1 for the privilege.
- The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras':

Optional Extras':

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;

Residential Visits

If the school organises a residential visit, a charge is made to parents to cover the costs of board, lodging and travel expenses if the trip is an optional extra). Parents may be asked to voluntarily contribute to meet the full cost of these experiences. Whilst every effort is made to offer value for money, the cost may be quite high. The Academy recognises Section 457 of the Education Act 1996 and acknowledges that where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits are:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999

- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

As a statutory minimum, the academy will provide remission of board and lodging charges to pupils whose parents receive the prescribed benefits above if the activity is deemed to take place during school hours, or out of school hours, but is covered by the criteria set out in the DfE Charging for school activities document (May 2018), i.e. no charge for any activity provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically fulfil statutory duties relating to the National Curriculum.
- Specifically fulfil statutory duties relating to Religious Education.

Music Tuition

Financial support is available for some parents who fit the Lincolnshire Music Service (LMS) Remission Scheme: pupils receiving free school meals are subsidised 50% of tuition costs and instrument hire is fully subsidised. Looked after children are subsidised the full cost of music tuition and instrument hire.

All children study music as part of the normal school curriculum. We do not charge for this. Pupils also have the opportunity to learn to play instruments, free of charge, if they participate in lunchtime clubs.

All pupils studying for public examinations in music at KS4 and KS5 receive all instrument tuition and instrumental hire for free.

UAH also offers a subsidy to all other pupils participating in peripatetic music lessons.

However, County peripatetic music teachers are provided on a weekly basis and a charge is made for these lessons.

Information about additional music tuition is available to new parents at the start of each academic year.

- The Academy may charge for instrumental tuition to individuals or small groups.
- The LMS charge per hour is £36.80
- The LMS may also charge £17.50 per term for instrument hire.
- Each pupil receives 12 x 20 min lesson over the term.
- Parents are asked to pay for 12 lessons each term.
- Parents will be invoiced before the start of each term to pay for the following term in advance and cannot be reimbursed if the lessons are cancelled by the parent or if the pupil fails to attend.
- Parents who have difficulty meeting any charges should discuss the matter in confidence with the Principal.

- Pupils who study for more than one instrument pay the full costs of the additional instrument.

Examinations, Assessments and Competitions

Public Examinations (prescribed)

The cost of these examinations is born by the academy if:

- entry is for a prescribed public examination, that the pupil has been prepared for at the school
- the examination is a re-sit(s) that the pupil is being prepared for the re-sit(s) at the school.
- The pupil does not, without good reason, fail to meet any examination requirement for a syllabus, in this case the fee may be recovered from the pupil's parents. (e.g failure to attend an examination if no medical note is provided within 24 hours)

If the parent/carer wishes to challenge the examination results of their child, then they must bear the costs

The Governors reserve the right to charge for retakes for external examinations not being prepared for at the school, based on the discretion of the senior management of the Academy.

Public Examinations (not prescribed) Entry for these examinations is entirely at the discretion of the parents/carers who will bear the full cost.

Competitions: these will fall under the category of Curriculum Enhancement and as such be subject to:-

- Activities may be arranged during school hours, which, whilst not forming an essential and integral part of the basic curriculum, are nevertheless highly desirable and relevant to the pupils' work in school.
- In such cases the Governors will invite parent/carers voluntarily to contribute to the cost of their child's participation.
- Where the number of places for a particular activity is limited, the Academy may decide which pupils should be given the opportunity to participate. This will take place without reference to the parent's/carer's willingness or ability to make a voluntary contribution towards the cost.
- The Governors reserve the right not to proceed with such an activity if there is insufficient voluntary support.

Transport to Work Experience: parents are required to pay for the costs for travel to work experience unless the pupil has a statement in which transport needs are met.

Damage/Loss to Property

Parents will be asked to contribute to costs incurred in respect of wilful damage, neglect or loss of Academy property (including equipment, books or materials), the charge to be the cost of replacement or repair.

Sixth Form

Sixth Form students are required to purchase their own equipment for courses. Certain items can be purchased from the College. These include: College uniform sweatshirts and polo shirts and overalls for the manual subjects.

Safety boots are purchased separately by the students. Students studying for hair and beauty qualifications require specialised uniforms and equipment. These can be purchased through the Academy.