

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN

ACADEMY TRUST

*Principal: Sheila Paige BA (Hons.)*

## Charging and Remissions Policy

November 2023  
To be reviewed annually  
Review Date: November 2024

Approved by Governing body –

Signature A.S. Chappell

Date 23/11/23

## **1. Aims**

The Academy aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## **2. Legislation and Guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

## **3. Definitions**

- Charges - a fee payable for specifically defined activities.
- Remission - the cancellation of a charge which would normally be payable

## **4. Roles and Responsibilities**

### **4.1 The Governing Board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the principal.

The governing board also has overall responsibility for monitoring the implementation of this policy.

### **4.2 Principal**

The principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The academy will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents are expected to notify staff or the principal of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we cannot charge for:

### 5.1 Education

- Admissions applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Entry for a prescribed public examination if the pupil has been prepared for it at the academy.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy.

### 5.2 Transport

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy.
- Transport provided in connection with an educational visit.



### 5.3 Residential visits

- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy.
  - Religious education
- Supply teachers, covering for teachers who are absent from the academy, accompanying pupils on a residential visit.

## 6. Where charges can be made

Below we set out what we can charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see section 6.2).
- Music and vocal tuition, in limited circumstances (see section 6.3).
- Certain early years provision.
- Community facilities.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

### 6.2 Optional Extras

We are able to charge for activities known as "optional extras". In these cases, academies can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school hours that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy]
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy.
- Transport (other than transport that is required to take the pupil to the academy or other premises where the local authority or governing board has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).



When 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 (including supply teachers engaged specifically to provide the optional extra).
- The cost, or an appropriate portion 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.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small portion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 Music Tuition**

Academies can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum.
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority.

Financial support is available for some parents who fit the Lincolnshire Music Service (LMS) Remission Scheme: students who are eligible for means-tested free school meals = 50% Fees Subsidy and 100% Instrument Hire Subsidy (*Free School Meals eligible student will receive a maximum of 50% off a 15 or 20 minute lesson. This discount also applies on 30min lessons up to a maximum value of £6.30 per lesson. A Looked after Child, including previously a Looked After Child, is eligible to receive a 50% reduction on Fees for Lessons, 100% on Instrument hire and 50% on Ensemble membership*)



All children study music as part of the normal school curriculum. The academy does 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.

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

- The academy may charge for instrumental tuition to individuals or small groups.
- The LMS charge per hour is £37.60
- 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 who have difficulty meeting any charges should discuss the matter in confidence with the principal.
- Parents sign up to the LMS platform "Speedadmin" in order to book lessons and approve GDPR etc. Payment is made through "Speedadmin" by parents for the pupils in KS3 and by the school for pupils in KS4 and KS5. This is monitored by S. Graper, who assigns tutors and creates timetables. Parents also provide signed permission to the school for their children to receive lessons.
- Pupils who study for more than one instrument pay the full costs of the additional instrument.

Current charges including UAH subsidy are;

Individual 20 minute lesson - £8.65 (£3.50 FSM and LAC) £103.80 (£42) a term

Shared 20 minute lesson - £3.80 (£2 FSM and LAC) £45.60 (£24) a term

15 minute lesson (if shared not available) - £5.50 (£2.25 FSM and LAC) £66 (£27) a term

#### **6.4 Residential visits**

The academy can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

If the academy 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.



## **7. Voluntary Contributions**

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the academy may ask parents for voluntary contributions include:

- 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.
- General fundraising and sponsorship may be used to permit additional activities.
- Non-uniform days which exist in each term and pupils are asked to pay a donation of £1 for the privilege.

*There is no obligation for parents to make any contributions, and no child will be excluded from an activity if their parents are unwilling or unable to pay.*

If the academy is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Other activities the academy charges for**

### **8.1 Examinations addendum**

- 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 academy, 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.

### **8.2 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.

### **8.3 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.

### **8.4 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.

### **8.5 Sixth Form**

Sixth Form students are required to purchase their own equipment for courses. Certain items can be purchased from the academy. These include: 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.

## **9. Remissions**

In some circumstances, the academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **9.1 Remission for residential visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.
- Work 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.

#### **10. Monitoring arrangements**

This policy will be reviewed by the governing board every year.

At every review, the policy will be approved by the governing board.