

Charging and Remissions Policy

1.0	INTRODUCTION / SCOPE
1.1	This Academy has the following aspirations: <i>Life is an unwritten page...our mission is to prepare children for an exciting and unknown future by encouraging Resilience, Reflection, Responsibility, Respect and Relationships. Together we will support children to write their own unique adventure, because 'Learning is a habit for life'.</i> BJA Mission Statement
1.2	This policy outlines the nature, purpose, and management of the way activities are charged for, at this Academy

2.0	NATURE AND PURPOSE
2.1	The 1944 Education Act and subsequent acts in 1988, 1989 and 1993 make clear the basic principle that educational activities provided in a maintained school during school hours should be free, unless the school has drawn up a charging policy, which sets out the provisions under which charges will be made.
2.2	It is the policy of this Academy to ensure that all children; regardless of circumstances; should be entitled to the educational opportunities offered by the Academy and that any charges made should be defined by the criteria set out below.

3.0	ACTION AND MANAGEMENT
3.1	The Academy will endeavour to cover the cost of educational activities it provides. Where there is a cost to the Academy that cannot be met by the Budget, voluntary contributions from parents will be sought. It reserves the right to cancel any activity it cannot be funded.
3.2	Parents will be informed of the details of any educational activity that requires funding in advance, in writing. They will be invited, in writing, to make a voluntary contribution.
3.3	The Academy will endeavour to use fundraising money to assist with funding specific activities and to underwrite potential deficits incurred.
3.4	Where parents purchase services from an outside agency through the Academy (eg; Music tuition from the LA, Music Foundation for Schools, Peripatetic teachers) the Academy will pass the whole cost of the activity on to parents unless a remission scheme exists (eg LEA provided music tuition offers a remission when a family is receiving certain benefits).
3.5	The Academy will charge parents for breakages or damage to Academy property as a result of a pupil's willful action.
3.6	The following represents a list of activities which the Academy may organise where a voluntary contribution may be asked for:- • All educational visits within school time. • Visits to the Academy by external agencies where a fee is charged. • All activities organised by the Academy outside school time (eg; visits to sports occasions) will be charged for as will residential visits that do not form part of the curriculum.

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3.7	Where a voluntary contribution is asked for, the Academy will calculate the total cost of the activity and divide this by the number of children involved. Parents will then be invited to make a voluntary contribution of this amount. The Academy will use fundraising money to make contributions towards these costs, as outlined in 3.3.
3.8	When an activity is charged for, eg guitar/drum tuition – the cost to parents will be determined by calculating the termly tuition costs (aggregation of the weekly teaching time) and multiplying it by the hourly rate charged by the provider to the Academy. Where this amount involves fractions of an hour, this will be taken into account.
3.9	Where the Academy is involved in letting its premises to an outside organisation, it will charge the organisation a fee to be agreed on a case by case basis.
3.10	School meals are offered at a charge of £2.40 per meal payable directly to the external meal provider. Free school meals are provided for those children whose parents meet the criteria.

4.0	REMISSIONS AND CONCESSIONS
4.1	The school will consider the remission of charges to parents or carers who receive the following support payments: • Income Support • Income based Job-seekers Allowance • Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190) • Support under part VI of the Immigration and Asylum Act 1999 • Guaranteed Element of Pension Credit • Working Tax Credit run-on • Income related Employment and Support Allowance • Universal Credit
4.2	Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
4.3	The headteacher and chair of governors will authorise the remission of charges.
4.4	The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

5.0	RESPONSIBILITIES
5.1	The Headteacher is responsible for implementing the policy.