



THE KINGSWAY ACADEMY

CHARGING & REMISSIONS POLICY

The Kingsway Academy: Charges and remissions for school activities

Sections 109 to 119 of the Education Reform Act 1998 and DfE circular 2/89 set out the law on charging for school activities. The Act charges the Governing Body with formulating a policy on this issue.

Introduction

The Governing Body of The Kingsway Academy emphasises its commitment to the continuing provision of free education for all. The Governing Body recognises, though, that certain optional activities may be organised by the school, either wholly or mainly outside school hours, which are not required as part of a syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the national curriculum or to religious education and which may, therefore, be liable to a charge.

Parents are responsible for the provision of school uniform as set down in the school's policy on uniform and also for the cost of travel from home to the place of education when that travel is undertaken on transport not provided by the Local Authority or school.

Parents are liable to charges to meet the cost of an activity organised via a third party with the parents' consent, eg. music lessons, and are liable to meet the cost of ingredients, equipment, materials etc. for practical subjects when the result of the lesson is a finished product which parents wish to own.

Non-residential activities

Where such an activity takes place, wholly or mainly outside school hours, then a charge will be levied to meet any cost incurred in offering that activity.

Residential activities

- A charge for 'board and lodging' will be made for *all* such activities.
- Residential activities which take place wholly or mainly outside school hours will be organised as 'optional extras'. A charge may include travel costs, board and lodging costs, materials, books, instruments and other equipment, non-teaching staff costs, entrance fees to museums, castles, theatres etc., insurance costs and teaching staff costs when such staff are engaged on a separate contract for services to provide the optional extra.

Voluntary contributions – residential and non-residential activities

The school may, from time to time, seek to organise an activity funded by the voluntary contributions of the parents of those children involved. The actual operation of such optional activities will depend upon sufficient funds being made available from the parents concerned.

Subsidies for school trips

If a student states that he or she cannot go on a school visit due to lack of funds the school may give financial support (depending on the school's financial position) if one or more the following criteria is met:

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- family on Income Support
- single-parent family
- on free school meal register
- recommendation from Progress Leader or member of Senior Leadership Team

In the past the school has subsidised trips which are directly related to the school curriculum. The subsidy has been the cost of the transport in such cases. This position will be reviewed regularly by the School Business Manager in the light of finances available.

Public examinations

- Where, with parental consent, a student is entered for a public examination, which does not fall within the list of prescribed public examinations, then this entry will be treated as an optional extra and a charge will be made for the entry fee.
- When a parent requests that an examination result – whether or not of an examination appearing on the list of prescribed public examinations – be re-scrutinised, then the parent will be liable for any charge made by the examining body for this service.
- When a student is absent from public examination, without later producing doctor / medical note, the entry fee will be charged to the parent or the student concerned.
- Where a student is re-sitting a prescribed public examination for which no additional preparation has been given by the school, then the parent will be charged for the entry fee of that examination.
- Where the school agrees to enter a student for a prescribed public examination for which he or she has *not* been prepared by the school, the parent will be charged for the entry fee of that examination.
- If a student fails, without good reason, to complete the examination for which the school has paid – or is liable to pay – an entry fee, then that entry fee will be charged to the parent of the student concerned.

Damage or breakage

Where, as a result of a student’s unsatisfactory behaviour, damage to school instruments, fabric, materials or property occurs, a charge will be levied to enable the damage or breakage to be made good.

Remission

- The cost for board and lodging relating to a residential activity taking place within school hours will be remitted in full for students whose parents receive income support or family credit.
- Charges for damage or breakage will, at the discretion of the Headteacher, be remitted either in full or in part, depending upon the circumstances in which the damage or breakage occurred.
- Remission of any charges to be levied will be made by the Headteacher in appropriate circumstances.
- The participation of a student on a residential visit will require the prior approval of the parent or guardian concerned.

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- The participation of students on visits or trips is subject to the school's policy on visits or trips.
- Charges cannot and will not be made for activities required to fulfil any requirements specified in the syllabus for a prescribed public examination; to the national curriculum; or activities organised specifically to fulfil statutory duties relating to religious education.

School Lettings

The Governing Body has approved the following rates. However, the Principal / Premises Manager can vary these rates depending on the activity taking place, duration of the booking and number of staff needed on site to cover security.

As a general principle, all charges must recover costs.

<u>Facility</u>	<u>Charge per Hour</u>
Sports Hall	£25.00
Gym (juniors)	£16.00
Assembly Hall	From £25.00 per Hour or £50.00 (evening event – max 3 hours)
Dance Studio	£16.00
Dining Room	£20.00
Classroom – Standard	£11.00
Drama Room	£15.00
Art Room	£15.00
IT Suite	£26.00
Music Room	£15.00
Conference Room	£10.00

Note:

Applicants must complete a Hire Application Form and fulfil Public Liability requirements.

Invoices will be issued on a monthly basis and payment must be made within a month of the date of invoice

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