

CHARGING AND REMISSION POLICY

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' /carers' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers, which may prevent some students taking full advantage of the opportunities.

This policy has been informed by Sections 449-462 of the Education Act 1996 and the DfE document "*Charging for School Activities. Advice for governing bodies, school leaders, school staff, and local authorities (October 2014)*". The policy complements the school's Equality Policy, Curriculum Policy, Finance Policy.

The Principal, Staff and Governors will ensure that the following applies:

1. No charges can be made for:

- An admission application to the school;
- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Instrumental or vocal tuition for students learning individually or in groups unless the tuition is provided at the request of the parent. In this case, charges may not exceed the cost of provision including the cost of staff providing the tuition. The school reserves the right to ask for a voluntary contribution of 50% of the cost of providing music tuition for a prescribed public examination for which the student is being prepared at school;
- Entry for a prescribed public examination, if the student has been prepared for it at the school;
- Transport of students to other premises where the school has arranged for students to be educated and transport that enables a student to meet an examination requirement when he/she has been prepared for the examination at the school;
- Transport that the local education authority has a statutory obligation to provide;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- Transport provided in connection with an educational trip

2. Activities for which the school can charge

a) School trips

i) School trips outside school hours

- Non-residential activities (other than those listed on previous page) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

ii) Residential activities

- Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, students whose parents are in receipt of certain benefits (see point 3 below) will not be charged for board and lodging costs.
- Residential trips deemed to take place outside school time (other than those listed on previous page).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 per cent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

b) Music tuition

- Music tuition that is at the request of parents/carers for individuals or groups of students.

c) Optional extras

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per student) of provision and parental agreement will be obtained before a charge is made.

i) Materials and revision guides

- Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

ii) Music tuition

- Where Tuition is an optional extra
 - The Peripatetic Teachers will charge the cost to the student for providing instrumental tuition.
 - In cases of students in receipt of Free School Meals the Principal will allow 25% remission of the fees. The Peripatetic Teachers will charge the School the 25% remission amount.
 - For students who attend a minimum of 70% of orchestral rehearsals and performances, a subsidy of £20 per term. The student must have played in the orchestra for one term before the subsidy takes effect.

- o Remission of up to 25% is available in certain cases, on the understanding that the student has 100% attendance at instrumental lessons during the previous term.

d) Damage to/loss of property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide;
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

e) Voluntary contributions

- Voluntary contributions will be requested for all residential and non-residential trips and visits but students whose parents/carers are unable or unwilling to pay will not be discriminated against. However, where there are insufficient voluntary contributions to make an activity possible, the activity may be cancelled.

f) Work Experience

- A charge will be levied in respect to Health & Safety checks, if
 - o A student undertakes Work Experience outside the school's catchment area.
 - o Or a student has provided less than 7 weeks' notice of the intended Work Experience Placement.
- The cost of travelling expenses from home to place of Work Experience placements is the responsibility of the parent/carer

3. Remissions

Parents/carers may apply to Braunton Academy for remission of charges for activities or for financial support towards the purchase of uniform items.

a) School Trips

Students who are in receipt of Free School Meals when notification of school trip is communicated, will be eligible to the following discounts:

Cost of Trip	Discount
£0 to £50	25%
£51 to £100	20%
£101 +	10%

On Residential trips, children in receipt of Free School Meals will be given a daily lunchtime allowance of £5.00.

b) School Uniform

In the case of uniform support, the student must at least:

- Have more than one term remaining at Braunton Academy OR
- Be starting at the school the following term.

The school will provide 30% discount on the cost of clothes purchased from Samuel Daw & Co, Cross Street, Barnstaple, Devon only. To obtain this discount, an application must be duly completed and forwarded to the Principal for approval. Upon approval being granted, a letter will be issued which can be presented to Samuel Daw & Co which will give 30% discount on clothes purchased.

Remission Criteria

Authorisation of remission will be made by the Principal or Deputy Head teacher on behalf of the Governors. All parents/carers, will have the right of appeal to the Governing Body, normally represented by the Chair of Governors.

Criteria for qualification for remission are as follows:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008;

Additional categories of parents may apply for help with some costs in some circumstances, in order that no student will be unfairly disadvantaged. Applications will be considered and support may be granted at the discretion of the Principal.

4. Additional considerations

- The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:
 - where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead;
 - we will establish a system for parents to pay in instalments in advance of school trips taking place;
 - when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip;
 - we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against students from families on lower incomes so it will be avoided where possible.
 - at the end of each journey or visit, the surplus or deficit will be calculated and confirmed against the ledger records. If the journey or visit makes a surplus, then parents/carers and carers will be offered a refund where surplus is 5% or more of the contribution per head and the refund value is £5 or greater.

5. Payment

- Charges for activities and educational visits will be payable via ParentMail (the school's e-payment website) or via a local Pay Point Outlets (Petrol Stations, etc.) if the charge is £5.00 or more.

Please Note: Contributions-based Job Seekers Allowance, Working Tax Credit and Invalidation Benefit do not qualify. Child Tax Credit and Working Tax Credit does not qualify.

**PARENT/CARER APPLICATION FOR UNIFORM CONCESSION****To: Mr Cammack – Principal****Name of Parent/Carer (Please print)****Parent/Carer Signature Telephone No****Name of Student House/Tutor Group.....(Please print)**

I would like to request a 30% Concession on the purchase of School Uniform from Daw & Co in Barnstaple.

I am in receipt of the following benefit(s) – evidence attached:-

TYPE OF BENEFIT	(Please tick those which apply and provide documentary evidence) ✓
1. Universal Credit in prescribed circumstances;	
2. Income Support (IS);	
3. Income Based Jobseekers Allowance (IBJSA);	
4. Support under part VI of the Immigration and Asylum Act 1999;	
5. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);	
6. The guarantee element of State Pension Credit;	
7. An income related employment and support allowance that was introduced on 27 October 2008;	

Additional categories of parents/carers may apply for help with some costs in some circumstances, in order that no student will be unfairly disadvantaged. Applications will be considered and support may be granted at the discretion of the Principal.

Authorisation by Mr Cammack (Principal)Signature**Date:** _____