

Honiton Community College

Academy Trust



This Policy was adopted by the Governing Body of

Honiton Community College Academy Trust

on 12th July 2017

and will be reviewed annually

CHARGING & REMISSIONS POLICY

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Introduction

The purpose of the policy is to ensure that there is clarity over those items which the College will provide free of charge and for those items there may be a charge.

The policy has been informed by the LA policy and the DFE guidance and complements the College's Lettings and Trips policies.

Definition

The school day is defined as: morning session 08.30 – 13.10, afternoon session 14.00 – 15.00. The lunchtime break 13.10 – 14.00 does not form part of the College day.

Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy – **ANNUALLY**

Policy Statement

During the College day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the College and the activity. It does include charges made for teaching an individual student or groups of up to four students to play a musical instrument but only if the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), if not we will make a charge. (See below).

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the student was not prepared for it at this College.
- The examination is not on the set list but we arrange for the student to take it
- A student fails without good reason to complete the requirements of any public examination where the Governing Body or the LEA originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the College day which entail additional costs (for example field trips). In these circumstances, no student will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities.)

From time to time we may invite a non-college based organisation such as a visiting drama group or storyteller to arrange an activity during the college day. Such organisations may wish to charge parents, who may, if they wish, ask the Principal to agree to their child being absent for that period.

Optional activities outside of the College day

We will charge for optional, extra activities provided outside of the College day, for example football fixtures, theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the College day

If a non-residential activity happens partly inside the College day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the College day. Conversely, if the bigger proportion of time spent falls outside of the normal College day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Educational Residentials

Charges will be made for board and lodging, except for students whose parents are in receipt of eligible benefits.

When charges are made for any activity, whether during or outside of the College day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. Support for parents who would qualify for support are those who are in receipt of eligible benefits (subject to proof of evidence of benefit).

The principles of best value will be applied when planning activities that incur costs to the College and/or charges to parents.

Music Tuition

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those students who they consider will benefit from such tuition.

Eligible Benefits

Parents/guardians who receive **any** of the following benefits are entitled to Free School Meals:-

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State 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

It is at the discretion of the Principal whether charges will be made.

Document Change History

Eligible Benefits

16th June 2016: The eligibility section was updated in line with guidance from the .gov.uk website.

The section stating which benefits were not eligible was also removed.

The following has been removed and updated with the information shown above:

- Income support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by HMRC, that does not exceed £16,190).

Policy Statement

The following has been amended from '*..... It includes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge*' to '*..... It does include charges made for teaching an individual student or groups of up to four students to play a musical instrument but only if the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), if not we will make a charge*'