



VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who **ASPIRE:**
Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate.

RATIONALE

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development. The Academy aims to

- have clear and robust processes in place for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will and won't be made
- offer a full range of activities whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

(Throughout this policy, the term 'parents' means all those having parental responsibility for a child).

The Governing Body has followed the advice provided by the Department of Education on 'Charging for School Activities' and the legal requirements set out in 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. The policy is also based on guidance from the DfE on statutory policies for schools and academies trusts and complies with our funding agreement.

DEFINITIONS

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

ROLES AND RESPONSIBILITIES

The Governing Body

The Governing Body has overall responsibility for approving and monitoring the implementation of the charging and remissions policy, but delegates this to the Finance, Audit & Risk committee.

Principal

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

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.

Parents/Carers

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

INFORMATION ON CHARGES FOR SPECIFIC ACTIVITIES

1. Admissions

There is no charge for admission applications.

2. Academy meals

There is no charge for students who are entitled to free Academy meals, up to a current value of £2.60 per day.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the Academy's set examinations list, where students have been prepared for the examinations by the Academy. This includes re-sits. However, if the student fails a re-sit without good reason to meet an examination requirement, the Academy may recover the fee incurred from that student's parents.

4. Education and Activities that take place during Academy hours (this does not include the break in the middle of the Academy day)

There is no charge for activities during Academy hours with the exception of music tuition (**section 8**).

There is no charge for transport during Academy hours for Academy-organised activities.

We may charge for:

- books and materials that the parent wishes the student to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

5. Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- education provided outside of Academy time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy
 - c) part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy
- the cost of additional qualifications outside of the national curriculum or the syllabus for a prescribed public examination that the student is being prepared for at the Academy
- transport (other than transport taking the student to the Academy or to other premises where the Local Authority or Governing Body has arranged for the student to be provided with education).
- board and lodging for a student on a residential visit.

The cost of optional extras

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 13**).

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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The Academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during Academy hours either on or off site

Where the majority of a non-residential activity takes place during Academy hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of Academy hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from Academy accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

The Academy will not charge for:

- education provided on any visit that takes place during Academy hours
- education provided on any visit that takes place outside Academy 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 Academy, or part of religious education
- supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit
- travel costs where the residential activity is classed as being within Academy hours
- residential activities that take place during Academy hours.

The Academy will charge for:

Board and lodging

When any visit has been organised by the Academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during Academy hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of Academy hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

Activities

The Academy may charge for residential activities that fall **outside** of Academy hours (**see section 5**).

8. Music tuition within Academy hours

The Academy follows government legislation that states that all education provided during Academy hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The Academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The Academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

The Academy is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within Academy hours will be reduced for students with Ever 6 FSM status.

9. Extended services

The Academy is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our Academy to provide:

- high-quality learning opportunities either side of the Academy day
- ways of intervening early when students are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing student engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where Academy property has been wilfully or recklessly damaged by a student or parent the Academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the Academy has been charged, the Academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and be dependent on the situation.

11. Surplus on activities

In the event that unforeseen circumstances cause any activity or educational visit to make a surplus of over £10 per student, once all charges are received and cost paid the Academy, then the Academy will refund the proportionate share of the surplus to the parents of each student taking part in the activity.

REMISSIONS AND CONSESSIONS

The Academy will give consideration to the remission of charges to parents 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)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal credit

Students of families who receive these payments are also entitled to free school meals.

Students who have been eligible for free school meals at any point in the last 6 years may also be eligible for the remission of charges.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Academy may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by Principal. All remissions of charges will be authorised by the Principal.

VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions for general purposes and/or to fund activities that will enrich students' education. The Academy will make it clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against. However, if insufficient voluntary contributions are received, the Academy reserves the right to cancel the trip/event.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. The Governors commit to not sending any colour coded reminder letters to parents for payments.

INABILITY OR UNWILLINGNESS TO PAY

The Academy is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Policy updated by the Business Director in May 2024 and approved by Governors in June 2024

Due for review June 2025