



# KING JAMES I ACADEMY

## Charging Policy

Date adopted by Governors: September 2016

Date of Next Review: September 2018

## **Charging Policy**

### **1. No charges will be made for:**

- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of the Academy's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the Academy\*;
- Examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the Academy;
- Education provided on any trip that takes place during Academy hours;
- Education provided on any trip 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 pupil is being prepared for at the Academy, or part of the Academy's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from the Academy accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.

**\*If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.\***

### **2. Activities for which charges may be made:**

- Activities outside Academy hours;
  - Non-residential activities (other than those listed in 1 above) which take place outside Academy hours but only if the majority of the time spent on that activity takes place outside Academy hours (time spent on travel counts in this calculation if the travel itself occurs during Academy hours).
- Residential activities;
  - Board and lodging costs (but only those costs) of residential trips deemed to take place during Academy time. However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs. Residential trips deemed to take place outside Academy time (other than for those activities listed in 1 above).
- Music tuition;
  - Music tuition for individuals or groups of up to 4 pupils, where the Academy deems this to be beyond pre-agreed commitments.
- Public Examinations;

- The Head teacher has the delegated responsibility to decide whether pupils are entered into particular examinations.
- The Head teacher has the authority to charge for examination entries in certain circumstances;
- The Head teacher is authorised to request payment for wasted examination fees;
- Loss and Damage to Academy Property.

The parents of a pupil who damages or loses any item of Academy property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

### **3. Residential Visits**

When any trip is arranged parents will be notified of the policy for allocating places.

#### **3.1 Is a residential trip in or out of Academy time?**

If the number of Academy sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during Academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Academy day, regulations require that the Academy day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day. It is the policy of King James I Academy that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

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 pupil) of provision.

Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them; e.g. a clay model – a charge to cover the cost of the clay. Charges may be made for music tuition, the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils. Charges will be made for the board and lodging component of residential trips, the charge will not exceed the actual cost. Remission for category A (see below), Public Examinations, Loss and Damage to Academy Property.

### **4. Remissions**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

#### **4.1 Families qualifying for remission or help with charges criteria for qualification for remission are given below:**

- Parents in receipt of Income Support

- Parents in receipt Income-based Jobseekers Allowance
- Parents in receipt Support under part VI of the Immigration and Asylum Act 1999
- Parents in receipt Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190
- Parents in receipt Guaranteed State Pension

## **5. 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 Academic year so that parents can plan ahead;
- We have established a system for parents to pay in instalments;
- 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 pupils from families on lower incomes and we will avoid this.