

Policy Title:	Charging and Remissions
Policy Reference:	TOA009
Description:	This document provides information and guidance on the charges that can be levied on students and their parents for Academy activities
Status:	Statutory
Category:	Academy
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Version:	V1.8
Other relevant TOA policies	TOA071 Examinations
Approved by the Governing Board on:	24 September 2018
Date for Review:	September 2020

Change Record		
Version	Date	Description
1.1	September 2010	Amended as part of review process
1.2	December 2012	Amended as part of review process
1.3	August 2013	Amended Contact Details
1.4	March 2014	Updated 3.1
1.5	December 2014	Reviewed – no amendments
1.6	May 2015	Updated contact details
1.7	January 2016	Reviewed – no amendments
1.8	September 2018	Amended as part of review process <ol style="list-style-type: none"> 1. 1.2 2. 3.1 3. 3.3 4. 5.1

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Charging and Remissions

1. Introduction

- 1.1 The Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential visits and experiences of other environments can make towards students' all round educational experience and their personal and social development.
- 1.2 The Academy will endeavour to ensure that all its students have an equal opportunity to benefit from activities and visits, curricular and extracurricular, irrespective of their parent's financial means.
- 1.3 The Charging and Remissions policy describes how the Academy will do its 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 offered to them.
- 1.4 Throughout this policy, the term "parent" means those having parental responsibility for a child.

2. Charging

- 2.1 The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the Academy:
 - i ***Trips and residential visits during Academy hours:*** the board and lodging element of the residential experience and outdoor pursuit courses.
 - ii ***Activities outside Academy hours:*** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad 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).

In order to determine whether a residential trip is in or out of Academy hours, the following formula is used: 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 two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

- iii **Materials:** the cost of materials or ingredients for curriculum subjects, together with any books, instruments or equipment, if parents have indicated in advance that they wish to own them.
- iv **Music Tuition:** the cost for individuals or appropriate sized groups of students to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all students.

Charges for items i to iv above will be notified in writing in advance.

- v **Acts of vandalism and negligence:** the Governing Board reserves the right to recover part or all of the cost of damage to buildings or equipment which is the result of vandalism or negligence by a student.
- vi **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Board may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

3. Remissions

3.1 Where the parent or primary carer of a student is in receipt of qualifying state benefit(s), as follows:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of 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 four weeks after you stop qualifying for Working Tax Credit

the Governing Board will remit, in full, the cost of board and lodging where the residential activity forms part of the syllabus for a public examination.

- 3.2 The Governing Board may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Board invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.
- 3.3 Applications should be made to The Clerk to the Governors, The Oxford Academy, Sandy Lane West, Oxford OX4 6JZ before the closing date for applications for the activity

4. Insurance

- 4.1 Any insurance costs will be included in charges made for trips or activities.

5. Voluntary Contributions

- 5.1 Separately from the charges listed in 2.1 above, the Academy may always seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have. However, if insufficient contributions are received the activity may be cancelled.

6. Monitoring, Evaluation and Review

- 6.1 The Governing Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.