



The Academy at
St James
Aspire, Achieve, Believe

The Academy at St James

Charging and Remissions Policy



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Our Vision and Values

Our vision is...

Aspire to do our best
Achieve our dreams
Believe in ourselves

Believe in yourself –

Mark 9:23 Jesus said, “Everything is possible for those who believe.”

Achieve our Dreams

Proverbs 16:3 “Commit to the Lord and He will establish your dreams.”

Aspire to do our best (a little more difficult)

2 Corinthians 5:9 “We aspire to please him in all that we do.”

Charging Policy

We aim to provide a rounded educational experience to all our children and recognise that some activities and events incur costs, which cannot be met in full by the school budget. We as a school aim to ensure that every child receives the opportunity to take part in events and activities which broaden their skills and experience and have developed a policy, outlined below, to achieve this. Our guiding principles are:

- No child should miss out due to lack of funding
- All events should be managed in a cost-effective fashion
- Where parental contributions are requested, the costing model for an event/activity is available for parents to review on request

1.Aims

To identify and clarify those areas where schools may either charge or seek financial contributions from parents.

The governing body of Academy St James is sympathetic to the letter of the law as outlined below, but also wish to support the school in its policy of providing educational visits and having educational visitors into school. This is seen as vital in extending the educational provision in school.

Unfortunately, the finance received by school is not sufficient to provide for these elements of education. The governing body has therefore instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils’ education to continue.

The following are the main areas of additional activities which Academy St James attempts to provide, together with our legal and moral position regarding their funding.

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 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.

This policy complies with our funding agreement and articles of association.

3. Definitions

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

4. Roles and responsibilities

4.1 The Governing Body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The Headteacher

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

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

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

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum

- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Sports activities
- Sports clubs
- Extra curricular clubs i.e. Science and Language clubs

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

- Wrap around care – Rise and Shine breakfast club
- Preschool – sessions over 15 or 30 hour allowances. Lunchtime supervision and catering costs. See Appendix 1.
- Selected sports clubs
- Selected curriculum clubs – science, languages etc
- School lunches

For regular activities, the charges for each activity will be determined by the governing board and reviewed in April each year. Parents will be informed of the charges for the coming year in July each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

The Academy Business Leader monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher every year. At every review, the policy will be approved by the governing body.

11. Difficulties with payment.

Debtors are expected, whenever possible, to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

Failure to receive payments for nursery, breakfast club or school dinners may lead to services being withdrawn.

As part of our charging process, parents are offered an opportunity to discuss difficulties with making a payment with the Head Teacher or Academy Business Leader.

It may be possible for the school to break the payments down into more manageable repayments through a payment plan, in all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

The settlement period should be the shortest that is judged reasonable.

A sensitive approach to debt recovery will be carried out, taking the following factors into account:

- Hardship – where paying the debt would cause financial hardship
- Ill health – where recovery action may cause further ill health
- Time – where debt is too large a proportion of the persons income to realistically reclaim the monies owed
- Cost – where the value of the debt is less than the cost of recovering it
- Multiple debt – where an individual owes more than one debt to the Academy. In this situation, an attempt to agree one payment plan to include all debts will be established.

Remissions.

Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the head teacher for the remission of charges in part or full. The head teacher in consultation with the finance committee will make authorisation of remission.

Appendix 1:

Nursery and Rise and Shine Club fees policy

The Academy at St James provides a high quality, safe and stimulating Early Years and wraparound care service for our children which ensures the high standards and sustainability of the services. We ask that parents respect our policy in respect of fees.

The Academy at St James values our relationship with parents/carers and will be sympathetic towards any difficulty in paying their child's fees. However, we are unable to function effectively without these payments.

Nursery is open from 8.45 am – 3.15pm for 38 weeks of the school year
The Rise and Shine Club is open from 7.30-8.45am every school day of the year.

Fees are due by the first day of the month, and must be paid in advance. This applies to all payment methods.

Fees can be paid by standing order, through Parent Pay or by Childcare Vouchers.

Nursery fees are payable 38 weeks a year and Rise and Shine Club 39 weeks, which is term time only. Nursery and Rise and Shine Club are closed all school holidays, bank holidays and staff training. You are not charged for these periods.

Non-attendance due to holiday, illness* or other reasons will be charged for.
Sessions cannot be swapped, any extra sessions will be charged for.

You enter into a contract with nursery when a starting date is agreed. Your agreement to our terms and conditions is legally binding.

Please inform the School Office if you have difficulties in paying your fees. Failure to meet payments will result in the termination of the place.

Late payment/ Non-payment of fees procedure:

- Within one week of non-payment or late payment, you will receive a verbal reminder/text message reminder as per your contract.
- Within two weeks of non-payment the nursery or breakfast club services will be withdrawn until the fees are paid in full.
- If fees are not paid in full within four weeks the Academy will terminate the contract and send a letter to confirm this
- All costs incurred in the collection of unpaid fees, including administration costs and debt collection costs where needed, will be recoverable in full.

Nursery access for all.

As part of our Early Years Funding Agreement and to provide as inclusive service as possible to our Pre-school children, all eligible pupils (either 15 or 30 hours) are able to access the nursery provision without a cost being incurred:

- Uniform is optional within the unit, it is recommended but, as stated in our induction pack, not a requirement
- The purchase of a school meal and corresponding lunchtime supervision is optional. Parents/carers not wishing to pay for the service may collect their child and provide a lunch during the 30 minute lunch break.