



MONK'S WALK
SCHOOL

Charging and Remission Policy

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Introduction

This policy has been written to ensure that charges are levied correctly fairly and to ensure that no child is disadvantaged by financial difficulties.

Objectives of Policy

- To maintain the right to free school education.
- To ensure that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' or guardians' ability or willingness to help to meet the cost.
- To give the school discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Context of Policy

This policy should be read in conjunction with the Academies Financial Handbook and the Trips and Visits Policy.

The Charging Policy

Monk's Walk School will charge for the following areas of activity as permitted under the Education Act 1996:-

- Board and lodging on residential visits.

- Costs associated with individual tuition in playing a musical instrument whether in or out of school hours unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- Optional extra activities which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Participation in any such activities is on the basis of parental choice and a willingness to meet such charges as are made.
- The cost of entering a pupil for a public examination which is not part of the National Curriculum, and for preparing the student for such an examination.
- The cost of entering a student for a second public examination in a subject area, at parental request, when preparation by the school enables the pupil to take more than one examination.
- The cost of any examination where a student fails without good reason to sit the examination
- The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school.
- The cost of any scrutiny of examination results if so requested by parents.
- The cost in cash or in kind of equipment and materials needed for practical subjects such as craft, design and technology if parents have indicated in advance a wish to own the finished product.

Monk's Walk School will not charge for:-

- Education provided during school hours
- Education provided outside of school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Supply teachers to cover teachers on a residential trip

The Remission Policy

The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of students whose parents are in receipt of:-

- Income Support (IS)
- Universal credit in prescribed circumstances
- Income Based Jobseekers Allowance (IBJSA)
- Support under part V1 of the immigration and Asylum Act 1999
- The guarantee element of the State Pension Credit
- 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 the limit for that tax year
- An income related employment and support allowance that was introduced on 27th October 2008.

The initial information letter to parents and guardians will include a statement informing them that they may be entitled to full or partial remission if they meet the above criteria.

The Academy does not operate a remission policy in relation to individual tuition in playing a musical instrument.

Voluntary Contributions

Monk's Walk School may ask parents for voluntary contributions towards the cost of:-

- Materials and consumables for practical subjects.
- Any activity which takes place during school hours, including non-curriculum activities.
- Lost or damaged school equipment.
- School funds generally.
- Supply teachers to cover teachers on a residential trip

The contribution must be genuinely voluntary and the students of parents or guardians who are unwilling or unable to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Transportation Costs

Any transport provided within school hours by the school to carry students between school and any other place where education is to be provided by the school must be provided free of charge. In the case of work experience, parents may be asked to meet the cost of travel.

Additional Considerations

The Board of Trustees 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:

1. so that we avoid any discrimination against families on low incomes we will avoid offering trips on a 'first paid first served' basis
2. arrangements are in place for the use of pupil premium funds to support student participation in educational activities and these are regularly reviewed by the board of trustees as part of the pupil premium action plan monitoring
3. a system is in place to allow for payment by instalments, requests for time to pay should be in writing and will be considered by the Business Manager

In the event that payment is not received by the school for a paid activity, the school may use legal action to recover outstanding debt and reserves the right to withdraw students from further paid activities until the debt is settled.