

**TRINITY
ACADEMY
NEWCASTLE**

**ACTIVITIES CHARGING AND
REMISSIONS POLICY**

**Reviewed by the Resources Committee –
Oct 2016**

**Approved by the Governing Body –
Oct 2017**

Introduction

It is the responsibility of the governing body to formulate and review a policy on charges. Governors have discretion over what charges they make for pupils' activities. It should reflect any special circumstances for the academy. The governing body must also prepare a remissions policy and set out the circumstances in which they would remit all or part of the charges.

Z.1 The Authority is required by Section 110 of the Education Reform Act 1988 to determine policies for:

- making charges for academy activities which are permitted by Section 109 of the Act (its "charging policy") and
- remitting such charges (its "remissions policy").

Z.2 Charging Policy

Z.2.1 Optional Extras

- Z.2.1.1 Section 106 of the Act confirms the principle that education provided by any maintained academy for its registered pupils should be free of charge if it takes place during academy hours.
- Z.2.1.2 Where education is provided for registered pupils outside academy hours and is not required as part of a syllabus for a prescribed public examination or specifically to fulfil statutory duties relating to the national curriculum or religious education, such education is defined by Section 109 of the Act as an "optional extra" and charges may be made. (Where an activity takes place partly during and partly outside academy hours, it will be deemed to take place wholly during or wholly outside academy hours in accordance with the provisions of Section 107 of the Act).
- Z.2.1.3 Any charges made may not exceed the cost of the optional extra, and may include an appropriate element for:
- Z.2.1.3.1 a pupil's travel costs;
 - Z.2.1.3.2 a pupil's board and lodging costs;
 - Z.2.1.3.3 materials, books, instruments or other equipment;
 - Z.2.1.3.4 non-teaching staff costs;
 - Z.2.1.3.5 entrance fees to museums, castles, theatres, etc;
 - Z.2.1.3.6 insurance costs;.

Z.2.1.3.7 teaching staff costs, including the cost of travel and board and lodging, where a teacher/instructor has been engaged specifically for the purpose of providing the activity. (The cost of any teachers employed by the Authority under a contract of employment may not be included).

Z.2.1.4 The cost of an optional extra should be determined on the basis of the cost to each individual pupil participating in the activity. The amount of any charge shall be payable by the parent of the pupil concerned although participation in any optional extra must be subject to parental agreement.

Z.2.1.5 Every governing body shall determine a policy on charges for any optional extra.

Z.2.2 Board and Lodging

Z.2.2.1 In all instances where a academy activity involves pupils in nights away from home, a charge will be levied to meet the cost of board and lodging, except in those cases where the remissions policy is application (see paragraphs 4.1 and 4.2).

Z.3 Public Examinations

Z.3.1 Whilst Section 106 of the Act prohibits charging for prescribed public examinations for which registered pupils are prepared at academy, where a pupil is entered for a prescribed public examination for which he/she has not been prepared by the academy (eg where a pupil has received private tuition for the examination or where an examination re-sit is undertaken without further preparation since the occasion of the first examination entry) the cost of the examination entry shall be passed on to the parents.

Z.3.2 A charge may be made for the entry fee if a pupil, with his/her parents' agreement, is entered for a non-prescribed public examination.

Z.3.3 If a pupil fails without good reason to complete the examination requirements for any public examination (prescribed or otherwise) for which an entry fee has been paid or is liable to be paid, then the fee can be recovered from the parent. Failure to complete the examination requirements might include failure to complete course work and/or failure to sit the final examination(s).

Z.3.4 Where a parent asks for examination results to be re-scrutinised, the charge made by the examining body for this service will be passed on to the parent.

Z.4 Remissions Policy

Z.4.1 Section 100 of the Act requires that pupils whose parents are in receipt of income support or family credit may not be charged for board and lodging for participation in a residential visit which forms part of the curriculum for a prescribed public examination or is provided specifically to fulfill statutory duties under the national curriculum.

Z.4.2 In respect of other optional extra activities, governing bodies should give consideration to the use of funds at their disposal, in accordance with powers vested in them by Section 109 of the Act, to subsidise the activity and remit charges in full or in part to pupils participating whose parents are in receipt of income support.

Z.5 **Voluntary Contributions**

Z.5.1 The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of any academy or in support of any academy activity.

Z.5.2 In making a request or invitation for voluntary contributions it must be made clear that there is no obligation to contribute and that registered pupils at the academy will not be treated differently according to whether or not their parents have made any contribution.

Z.6 **Activities arranged by Third Parties**

None of the provisions of these policies will apply in those instances where a third party levies a charge direct on parents in return for services provided in accordance with the terms of Section 118 (4) of the Act.

Signed on behalf of the Governing Body:



Ann Calder (Chairperson of the Governing

Body) Date: 4.10.2016