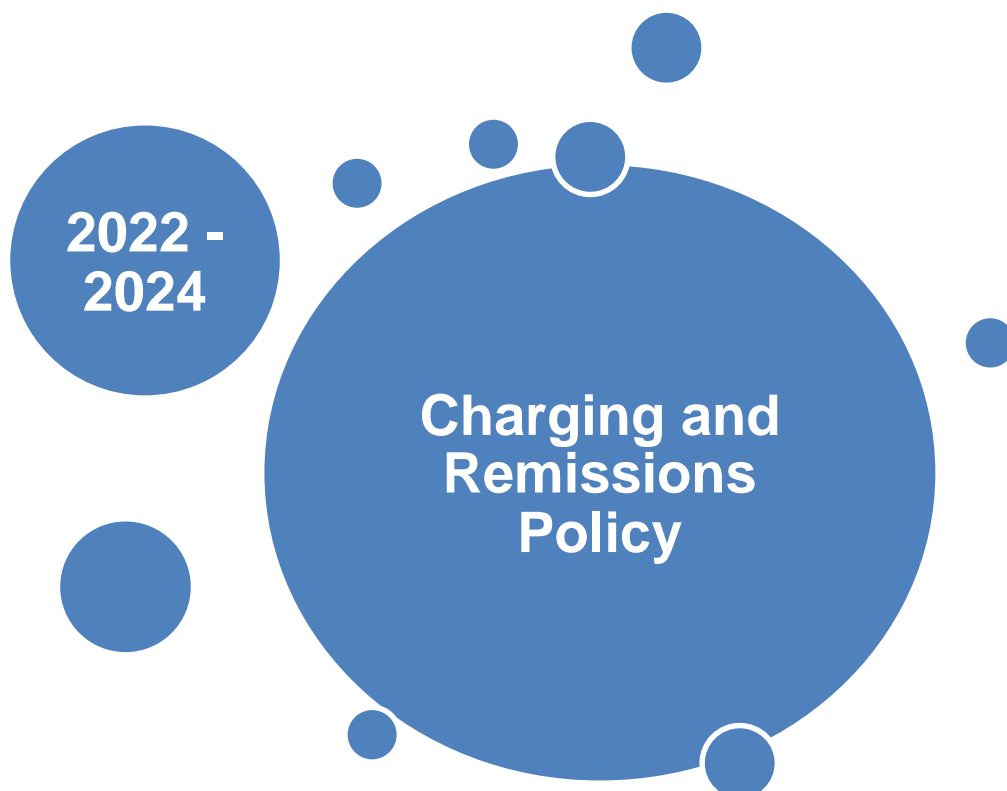


The ContinU Plus Academy





ContinU Plus Academy

Charging and Remissions Policy



Policy Aim

This policy indicates what charges will be levied for activities, the circumstances in which parents/carers may be requested to give a voluntary contribution and what remissions will be implemented.

We aim to ensure:

- School activities are accessible to students regardless of family income
- Activities take place at a minimum cost to parents/careers, students and the school and acknowledge the cost of such activities to the ContinU Plus Academy's budget
- The wide variations in family income are responded to without adding unexpected burdens to the ContinU Plus Academy's budget.

It is the responsibility of the School Governing Body, Headteacher, and School Business Manager to ensure the following policy is adhered to.

Prohibition of Charges

Our School Governing Body recognise that the following charges are prohibited due to legislation:

- Education provided during school hours - including the supply of materials, books, instruments or other equipment
- Education provided outside school hours, if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Tuition for a pupils who is learning to play a musical instrument if the tuition is required as part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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
- Education provided on a school trip which takes place during school hours
- Education provided on any school trip which takes place outside school hours, if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- The cost of supply teachers to cover for teachers employed directly by the school who are absent from school due to accompanying pupils on a residential trip
- Transportation of registered pupils to and/or from the school premises, where the local education authority has a statutory obligation to provide transport

- Transportation of registered pupils to other premises to the school site where the governing body or local education authority has arranged for pupils to be educated
- Any transportation required to enable a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transportation required to take students on an educational trip

Charges

Our School Governing Body has agreed it is appropriate to charge for the following:

- The costs proportionate to an individual child for activities that are wholly or mainly outside of school hours to meet the costs for
 - Materials and/or equipment
 - Non-teaching staff costs
 - Transportation
 - Entrance fees
 - Insurance fees
 - Uniform
- The tuition of a musical instrument to an individual child – unless that child is looked after by a local authority
- Re-sits for examinations in the case that no further preparation has been provided by the school
- Fees for examinations that have been prepared for by the school
- The costs of any examinations where a pupil fails without adequate reason to complete the requirements of any public examination that the governing body or LEA originally paid or agreed to pay the entry fee
- Any other fees relating to education, transportation or examinations unless the charges are specifically prohibited
- The costs of replacing or mending any damages to school property and assets caused wilfully or negligently by pupils of the school
- Any extra-curricular activities or after school clubs

Remissions

Parents and carers will be charged in accordance for the following:

- The full cost of any examinations a pupil has been entered for that meets our charging criteria
- Any breakages or damage made to school property or assets will be charged based on their severity and on a scale of £1 - £100. It has been agreed that the full charge of the damages may be charged to parents/carers at the Headteacher's discretion in more exceptional circumstances
- The full cost of any activities which meet our charging criteria

The Headteacher of the ContinU Plus Academy reserves the right to rescind all or part of the above remissions charges in recognised cases of hardship.

Voluntary Contributions

Parents/carers of pupils who attend the ContinU Plus Academy may be invited to provide voluntary contributions for the following:

- Any trips or activities that take place during school hours
- Board and lodgings for residential visits – unless the parents/carers are receiving the relevant benefits which entitle them to exemption from these charges

In cases where a request is made to parents/carers for a voluntary contribution it will be made clear that it in no way represents an official charge, and we shall ensure the following is made clear:

- No parent/carer is under any obligation to provide the voluntary contribution
- Pupils attending the activity will not be treated differently dependent on whether their parent/carer have made any contribution in response to the school's request

The Headteacher of the ContinU Plus Academy has responsibility for determining the appropriate level of voluntary contribution for each activity.

Use of Voluntary Contributions

Any requested voluntary contributions will be used for covering the costs of running the proposed trip/activity. If excess funds remain after covering the incurred costs, the funds will be redistributed equally between the parents/carers who contributed.

Useful Links

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

A copy of the Charging and Remissions Policy is published in its entirety on the CPA's website (www.continuplus.org.uk).

Date Policy Created:

January 2022

Member of Staff Responsible:

Craig Murphy (Business Manager/HR)

Review Date:

January 2024

Signed:



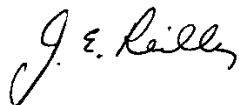
(Staff member responsible)

Signed:



(Headteacher)

Signed:



(Chair of Governors)