



# The Kings of Wessex Academy

— Getting the best out of everyone —

## Charging and Remission Policy

*An Outstanding Church of England Academy*

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The Kings of Wessex Academy Trust Ltd Company No. 7348580

# The Kings of Wessex Academy

## Charging and Remission Policy

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### 1.0 INTRODUCTION

1.1 The Kings of Wessex Academy provides free education in accordance with its curriculum for all. The academy is however permitted to charge for certain aspects of its provision. The Academy Trust is committed to the principle of free education and an equality of opportunity where charges are made.

### 2.0 AIMS

2.1 The aims of this charging policy are to:

- maintain the right to free education
- enable all students to take full advantage of the activities provided by the academy

### 3.0 OBJECTIVES

3.1 The objectives of the Charging Policy are:

- To ensure that activities offered in academy time should be available to all students, regardless of their parent's ability or willingness to help meet the cost.
- To identify those activities for which charges may be levied.
- To determine which charges will be remitted for parents experiencing hardship.
- To invite voluntary contributions for the benefit of the academy in support of any activity organised by the academy either during or outside academy hours.
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated.
- To ensure that the operation of the policy is systematically reviewed and the findings acted upon.

### 4.0 ACTIVITIES DURING ACADEMY HOURS

4.1 For activities during academy hours it is the policy of the Academy:

- To levy a charge for ingredients, materials or equipment in practical subjects if students indicate at the beginning of each academic year that they wish to keep the finished product
- To levy a charge for the provision of music tuition to students, either individually or in groups except where it is provided:
  - (a) to fulfil any requirements specified in the syllabus for a prescribed public examination **or**
  - (b) specifically to fulfil statutory duties relating to its curriculum **or**
  - (c) part of religious education
- To levy a charge for the board and lodging element of a residential activity but not exceeding actual cost, excepting where parents are eligible for remission (Para 7.0)
- To reserve the right to levy a charge where a student

- (a) loses a book, or piece of equipment, which belongs to The Academy
  - (b) misuses and damages academy resources
  - (c) wilfully, or unthinkingly, damages the fabric of the building
- To levy no charge for examination entries where the Academy has entered the student except where:
    - (a) the Academy has not prepared students for the examination in the year for which the entry is made, **or**
    - (b) a student has failed, for no good reason, to complete the requirements of the examination
    - (c) a student is re-sitting a second or more GCSE unit
    - (d) A student is taking a third or more re-sit of GCSE modular Science (final round summer 2012)

## **5.0 ACTIVITIES OUTSIDE ACADEMY HOURS**

5.1 For activities outside academy hours it is the policy of the Academy to levy a charge for all activities provided outside of the Academy, with the following exceptions:

- No charge will be made if the activity is an essential part of its curriculum or a requirement of an examination syllabus.
- The board and lodging element of a residential activity will be remitted to parents in receipt of state benefits as detailed under paragraph 7.0 Remission of Activities.

Education outside academy hours is defined in the Education Act as an "optional extra" and participation will be on the basis of parental choice and a willingness to meet charges as are made.

## **6.0 ALL ACTIVITIES**

6.1 For all activities it is the policy of the Academy to request voluntary contributions from all parents for the benefit of academy activities in or out of academy time which can only be provided if there is sufficient voluntary funding. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

## **7.0 REMISSION FOR ACTIVITIES**

It is the policy of the Academy:

- 7.1 To remit charges for board and lodging to parents who can prove they are in receipt of the following benefits:
- Income Support (IS)
  - Income Based Jobseekers Allowance (IBJSA)
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, providing 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
- 7.1 To remit in full or in part the charges in respect of parents experiencing hardship
- 7.2 To delegate to the Headteacher the determination of any individual case arising from the implementation of the remission policy

## **8.0 TRANSPORT**

The Academy will not charge for the following:-

8.1 Transporting registered students to and from the academy premises, where the local education authority has a statutory obligation to provide transport.

8.2 Transporting registered pupils to other premises where the Academy Trust or local education authority has arranged for students to be educated

8.3 Transport that enables a student to meet an examination requirement when he has been prepared for that examination at the academy

## **9.0 ACADEMY UNIFORM**

9.1 The Academy Trust will provide assistance to parents facing financial hardship towards the cost of purchasing the academy blazer. Assistance will be provided where parents are currently in receipt of one of the benefits as detailed under paragraph 7.0 Remission for Activities. This will normally be 50% of the cost of the blazer; however, the sum may be greater in cases of severe hardship as determined by the Headteacher. Documentary proof is required from the parent before assistance can be approved. Money will not be given directly to parents but will be offset against the cost of a blazer through an arrangement between the Academy and the uniform supplier.

## **10.00 RESOURCES**

10.1 The Academy Trust will agree funds within the annual budget to provide for the requirements of this policy.

## **11.0 RESPONSIBILITIES**

11.1 Authority for the day-to-day management of the fund will be devolved to the Bursar who will determine the proportion of costs of an activity which should be charged to the academy budget or unofficial funds.

11.2 Staff organising activities must do so within the provisions of this policy and Education Trips and Visits Policy. Plans, at the draft stage, should be submitted to the Assistant Headteacher who is Education Visits Coordinator (EVC) for consideration and approval

11.3 The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy

## **12.0 MONITORING AND EVALUATION**

The Headteacher will monitor the implementation of the policy

March 2012