

Promoting Ambition for Change

TEMPLE LEARNING ACADEMY



**CHARGING AND REMISSIONS POLICY
2016 - 2017**

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This policy was adopted by the Governing Body of Temple Learning Academy

CHARGING AND REMISSIONS POLICY

1. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers of learners at Temple Learning Academy.

2. Responsibilities

The Governing Body of the academy are responsible for determining the content of this policy and the Principals for its implementation. Any determination with respect to individual parents will be delegated to the Principals by the Governing Body.

3. Charges that cannot be made

3.1 The Governing Body of the school recognise that legislation prohibits charges for the following:

- 3.1.1 education provided during academy hours (including the supply of any materials, books, instruments or other equipment;
- 3.1.2 education provided outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for at the academy, or part of religious education;
- 3.1.3 tuition for learners learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for at the school, or part of religious education (see paragraph 4.1.3 and Appendix A);
- 3.1.4 entry for a prescribed public examination, if the learner has been prepared for it at the school;
- 3.1.5 examination re-sits if the learner is being prepared for the re-sit at the academy;
- 3.1.6 education provided on any educational visit that takes place during academy hours;
- 3.1.7 education provided on any educational visit that takes place outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for at the academy, or part of religious education;
- 3.1.8 supply teachers to cover for those teachers who are absent from the academy accompanying learners on an educational visit;

- 3.1.9 transporting registered learners to or from the academy premises, where the local education authority has a statutory obligation to provide transport;
- 3.1.10 transporting registered learners to other premises where the governing body or local education authority has arranged for learners to be educated;
- 3.1.11 transport that enables a learner to meet an examination requirement when he or she has been prepared for that examination at the academy;
- 3.1.12 transport provided in connection with an educational trip.

4. Charges that will be made

- 4.1 The Governing Body of the academy recognise that legislation allows charges for the following:
 - 4.1.1 board and lodging on residential educational visits (not to exceed the costs);
 - 4.1.2 the proportionate costs for an individual learner for activities wholly or mainly outside academy hours ('optional extras') to meet the costs for:
 - 4.1.2 travel;
 - 4.1.2 materials and equipment;
 - 4.1.2 non-teaching staff costs;
 - 4.1.2 entrance fees;
 - 4.1.2 insurance costs.
 - 4.1.3 vocal and musical instrument tuition. – (See paragraph 3.3 and appendix A);
 - 4.1.4 re-sits for public examinations where no further preparation has been provided by the academy;
 - 4.1.5 examination fees where a learner fails without good reason to sit the exam;
 - 4.1.6 any other education, transport or examinations where no further preparation has been provided by the academy;
 - 4.1.7 any other education, transport or examination fee unless charges are specifically prohibited;
 - 4.1.8 breakages and replacements as a result of damages caused wilfully or negligently by learners;
 - 4.1.9 extra-curricular activities and academy clubs;
 - 4.1.10 any extended academy activity;
 - 4.1.11 damage/vandalism/loss to and of academy property;
 - 4.1.12 academy ties – payable for year seven learners on entry to the academy, and for any replacements in the event of loss or damage. Price for 2016/2017 is £3.50, which is to be reviewed annually and applied accordingly;

- 4.1.13 academy lockers – offered primarily to years two and seven learners, and then on a ‘first come, first served’ basis. Charges 2016/2017 include a £5.00 refundable deposit on receipt of the locker key and padlock (undamaged). A small charge of £1.00 will be applied for each year the learner has the locker. Price to be reviewed annually and applied accordingly.
- 4.1.14 academy planners – for the replacement of a learner planner in the event of any loss or damage. Price for 2016/2017 is £5.00, which is to be reviewed annually and applied accordingly.

5. Remission

- 5.1 Learners whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential academy trips. The relevant support payments are:
 - 5.1.1 Income Support;
 - 5.1.2 Income Based Jobseeker’s Allowance;
 - 5.1.3 support under Part VI of the Immigration and Asylum Act 1998;
 - 5.1.4 Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 for 2014/15;
 - 5.1.5 Guarantee element of State Pension Credit;

6. Individual Cases of Financial Difficulty

- 6.1 Requests for financial assistance should be made in writing to the Principal, upon receipt of the letter outlining the details of the activity, or as soon as parents are aware that an activity is to take place:
 - 6.1.2 the Principal may be able to agree flexible, extended payment terms;
 - 6.1.3 the Principal holds a small contingency fund to support requests for financial assistance. ‘Essential’ activities will take preference over ‘non-essential’;
 - 6.1.4 parents in receipt of the above benefits will be considered as first priority for assistance;
 - 6.1.5 in most cases, parents will be asked to bear 50% of the cost;
 - 6.1.6 all cases will be treated individually and in the strictest confidence.

7. Voluntary contributions

- 7.1 Parents will be invited to make a voluntary contribution for the following:
 - 7.1.1. educational trips;

- 7.1.2 reward trips;
- 7.1.3 fund raising events.
- 7.2 The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:
 - 7.2.1 that the contribution is genuinely voluntary and a parent is under no obligation to pay;
 - 7.2.2 that registered learners at the academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- 7.3 The responsibility for determining the level of voluntary contribution is delegated to the Principal. Voluntary contributions will be used to:
 - 7.3.1 Supplement the transport and activities costs in association with any Educational or Reward visits/ trip.
 - 7.3.2 Support fund raising events in aid of the academy or registered charities.

8. Academy meals

The Governing Body will determine and publish annually the price to be charged for academy meals.

9. Policy Review

This policy is to be reviewed annually.

PERIPATETIC MUSIC LESSONS

1. Terms and Conditions

- 1.1 Number of sessions per year - The total sessions per year will generally be between approximately thirty and thirty five, depending on training days/holidays etc.
- 1.2 Duration of sessions - Sessions will be for a minimum of twenty minutes and maximum of thirty minutes depending on level, and will be generally delivered in groups of up to three learners.
- 1.3 When sessions take place - Lessons will generally take place during the normal academy day, with the exception of some guitar lessons after 3.00pm.
- 1.4 Payment terms - fees will be payable termly or can be paid for in full for the cademic year.
- 1.5 Attendance - learners will be expected to attend all instrumental lessons.
- 1.6 Refunds – there will be no refunds made, except in circumstances where, due to absence or unavailability of a teacher, the requisite number of lessons cannot be achieved,
- 1.7 Cancellations - in the event that a parent wishes to cancel lessons, these will only be accepted at the end of the academic academy year. (Any cancellation must be requested in writing to the Principal and will be decided at his discretion).

2. Tuition Fees (2016/2017)

- 2.1 £60 per term
- 2.2 £180 per year