

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



Charging & Remissions Policy

Originator	Mr A McKinnell
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Introduction

This policy has been prepared in accordance with the requirements of Sections 449-462 of the Education Act 1996.

Subject to the exceptions detailed within this policy, the Academy cannot charge for education or educational activities provided during school hours (including the supply of any materials, books, instruments or other equipment).

School Trips

Day Trips

No charge will be made in respect of educational trips that take place during normal school hours or are part of the Academy's published curriculum. Where day trips take place outside of normal school hours which are not part of the Academy's published curriculum a charge will be made up to the full cost of the trip including administrative costs and contingency. The Academy may choose to subsidise part of the cost.

Essential Residential Trips

For residential trips that are essential to the Academy's published curriculum a charge will be made in respect of the board and lodging costs.

Optional Residential Trips

For non-essential residential trips (eg ski trip, sports tours, foreign language trips, exchanges) a charge will be made up to the full cost of the trip including administrative costs and contingency. The Academy may choose to subsidise part of the cost.

Rewards Trips

Occasionally the Academy will run non-educational trips as a reward to pupils (eg theme park, shopping centre visits) during school hours. A charge will be made up to the full cost of the trip including administrative costs and contingency. The Academy may subsidise the cost of reward trips.

Voluntary Contributions

For trips where a charge cannot be made the Academy may ask parents to make a voluntary contribution towards the cost of the trip. No child will be excluded from an activity, or treated differently, because their parents are unable or unwilling to contribute. However, where voluntary contributions are insufficient to cover the cost of the trip then it may have to be cancelled.

Materials

Where a parent has indicated in advance that they wish to retain items produced as a result of art, design and technology and textiles then a charge may be made up to the full cost of materials used. The Academy may choose to subsidise part of the cost.

In the case of food technology, pupils usually provide their own ingredients, but if the pupil forgets, the Academy may be able to provide the ingredients and make a charge.

Textbooks

Textbooks are provided free of charge; however, in some subjects additional revision guides are available and for such a charge will be made up to the full cost of the book.

Where pupils wish to annotate textbooks (eg English literature books) then a charge will be made up to the full cost of the book.

Textbooks provided free of charge remain the property of the Academy and must be returned after use.

Equipment, uniform and other clothing

The Academy may provide items of equipment (eg stationery, aprons), uniform (eg blazers, ties) and other clothing (eg hoodies) for sale to pupils, for which charges will be made. Although such items are usually sold at cost the Academy reserves the right to sell these items at a profit. Profits generated are used for the benefit of the Academy or may be donated to other charities.

Exam fees

Where a pupil has been prepared for a prescribed public examination at the Academy then no charge will be made for the exam entry fee. Where the Academy has not prepared the pupil for the examination then a charge will be made up to the cost of the entry fee.

If a pupil wishes to re-sit an examination already taken, in an attempt to try and improve the grade, a charge will be made up to the cost of the entry fee.

Where the Academy has prepared a pupil for the examination and considers that for educational reasons the pupil should not be entered but the pupil's parent wishes to over-rule this, a charge will be made up to the cost of the entry fee. If the pupil subsequently passes the examination then the Academy may refund the cost.

Where a pupil fails, without good reason, to complete the requirements of any public examination (i.e. failure to attend or early departure) for which the Academy paid, then a charge will be made up to the cost of the entry fee.

Where behaviour is deemed to be a risk of disruption to others then a charge may be made for the cost of individual invigilation.

The Academy reserves the right to withhold exam certificates until payments are made.

Catering

The Academy has a catering contract. Two systems are used for payment of meals: cash loading and online payments.

Both online and cash payments are made through the Academy's payment systems and automatically allocated to the correct pupil accounts.

Pupils entitled to free school meals (FSM) are allocated their FSM allowance daily.

Music tuition

In accordance with the Charges for Music Tuition (England) Regulations 2007, charges will be made for vocal or instrumental tuition where the tuition is at the request of the pupil's parent and is not an essential part of the Academy's published curriculum. The charge will not exceed the cost of the provision, including the cost of the staff who provide the provision.

Instruments

It is permitted by HM Revenue & Customs for musical instruments to be purchased by the Academy and sold to pupils excluding VAT, allowing the 20% VAT saving and any trade discounts to be passed on to the pupil. The parent of the pupil will be invoiced for the cost of the instrument, net of VAT. Once settled, the Academy will order and pay for the instrument from the supplier.

Damage/Loss to Property

A charge will be made in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books and materials). The charge may be the cost of replacement or repair, or such lower cost as the Director of Business & Finance may decide.

A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy. The charge may be the cost of replacement or repair, or such lower cost as the Director of Business & Finance may decide.

VAT

The Academy is VAT registered and as such VAT will be charged on any goods, services and activities provided to pupils where it is applicable.

Assuming certain criteria set out by HM Revenue & Customs is met then the majority of goods, services and activities supplied to pupils fall outside the scope of VAT, even on goods, services and activities that would normally be subject to VAT.

Where educational goods, services and activities are sold at a profit then VAT will be charged where applicable.

Where non-educational goods, services and activities are sold to pupils, even at cost, then VAT will be charged where applicable.

Other charges

Photography

School portrait photographs are provided by a third party and parents purchase these directly from the third party. The Academy receives a commission on these sales.

UCAS application fees

With respect to UCAS application fees the Academy acts as an agent to facilitate the supply between UCAS and the pupil. The Academy collects the relevant fees from pupils and pays this over to UCAS; however, ultimate responsibility for this transaction lies between UCAS and the pupil.

Events, shows and productions

The Academy may make a charge for entrance to events, shows and productions run by the Academy and its pupils. Profits generated are used for the benefit of the Academy and may also be donated to other charities.

Extended day services

The Academy may make a charge for any extended day services offered to pupils, including: breakfast club, after school clubs and supervised homework sessions. The charge may be made up to the full cost of providing the activity, including: materials, books, equipment, premises and staffing costs. Where activities take place outside of school hours that are part of the Academy's published curriculum or religious education then no charge will be made.

Fundraising

The Academy may hold fundraising events and activities which may seek to raise funds from pupils, parents or the general public. Fundraising may be for the benefit of the Academy or on behalf of other charities.

Miscellaneous services

The Academy may charge for miscellaneous services up to the cost of providing such services.

Remissions

The Governors' Finance Committee, Principal or Director of Business & Finance may remit, in full or in part, charges in respect of a pupil if considered reasonable in the circumstances.

The Governors' Finance Committee, Principal or Director of Business & Finance may decide not to make a charge in respect of a particular activity if considered reasonable in the circumstances.

The Academy will inform parents on low incomes and in receipt of any of the benefits listed below of the support available to them when being asked for payments or contributions for goods, services or activities.

Parents in receipt of the following benefits may be eligible for exemptions or reduced charges: Universal Credit, Income Support, Income Based Jobseekers Allowance, 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 does not exceed £16,190 in the financial year

2016/17), the guarantee element of State Pension Credit or an income related employment and support allowance (as introduced on 27 October 2008).

There will be no obligation for any parent to make a voluntary contribution towards the cost of Academy activities. Pupils will not be treated differently or excluded from any activity based on their level of contribution.