



Manchester Academy

The best in everyone™

Part of United Learning

Charging and Remissions Policy

2022 – 2024

For Office Use Only

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Manchester Academy Charging and Remissions Policy

At Manchester Academy, our ethos is clear: we believe that learning is the most important reason for being at the Academy and that nothing should stop learning. In order to support learning and to create a community that all students and staff want to be a part of, we have a charging and remissions policy that supports access to opportunities for all students.

The purpose of the policy is to achieve the following aims:

- Provide opportunities for all students to develop their varied interests and talents.
- Enrich students understanding and practical experience of the curriculum.
- Offer experiences that prepare students for the next stages in their education.
- Support students in developing an understanding and respect for their local community and the wider environment.

Sections

1. Statutory framework
2. Principles of Charging and Remissions
3. Implementation
4. Communication of the policy



Scope

The policy and procedure set out in this document applies to all staff employed by United Church Schools Trust (“UCST”) and United Learning Trust (“ULT”) including teaching, non-teaching, fixed-term, part-time, full-time, permanent and temporary staff. The two companies (UCST and ULT) are referred to in this policy as ‘United Learning’.

In light of the charitable status of the United Learning Group and its commitments around regularity, propriety, compliance and Value for Money, the policy and procedures in this document are mandatory.

Introduction

United Learning recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students’ all round educational experience and their personal and social development.

NB: Throughout this policy, the term “parent(s)” means all those having parental responsibility for a child.

Section 1 – Statutory Framework

The Academy Charging and Remissions policy is written in line with the following areas of legislation and guidance:

- Education Act 1996 – Section 457
- Education (School Sessions and Charges and Remissions Policies (Information) England Regulations 1999
- Equality Act 2010

In general, no charge can be made for admitting students to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for visits to museums, etc. during school hours.

While Academies are independent schools they are funded by government and for the purposes of legislation are regarded as maintained schools.

The Academy may not charge for anything unless they have drawn up a statement of general policy on charging which meets the requirements of the law. However, the Academy may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment; or,
- school funds generally.

The contribution must be genuinely voluntary and the students of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Academies are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

No charges may be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents/carers under certain circumstances.

Section 2 – Charging and Remissions

2. Principles

2.1 The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

2.2 The purpose of this policy is:

- to inform colleagues and parents about our charging procedures;
- to make our programme of trips and activities accessible to as many students as possible;
- to establish a fair system of charges within the constraints of the Academy budget.

Section 3 – Implementation

3.1 Charging

Examination fees: Charges will not be made for activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements. The cost of examination entries for subjects taught within the school will normally be met by the Academy. The Academy may seek to recover the fee from the parent:

- In cases where candidates have failed to meet the Academy's entry criteria but still wish to be entered;
- If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee;
- Where there is a request from the parent for additional subject entries to be made which are not supported by the Academy
- Where a Sixth Form student is entered for a retake of an examination

Acts of vandalism or negligence: The LGB reserve the right to recover part, or the whole cost, of damage to building or equipment which is the result of vandalism or negligence by a student – this charge will always reflect the actual costs of repair and the Academy will not charge a punitive fine.

School Uniform: The cost of purchasing school uniform will be the parents' responsibility.

The Academy reserves the right to make a charge in the following circumstances for **activities organised by the Academy:**

- Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- Activities which take place mainly during the school day and which involve a cost (e.g. a theatre visit to the school or a day visit to a museum) will only take place if voluntary contributions from parents/carers are sufficient to cover the cost.

- The Academy will not cross subsidise other activities from funds received for a different activity.
- Materials: In practical subjects parents/carers may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the final product;
- Music Lessons: Extra-curricular music lessons and lessons taught individually or in groups of four or less. Music lessons forming a part of the syllabus for a prescribed public examination which is a syllabus for which the pupil is being prepared at the school will be the school's responsibility as will music lessons forming part of the National Curriculum or part of the provision for religious education in the academy's basic curriculum. Where parents request individual music tuition over and above that normally provided voluntary contributions will be requested;
- School Transport: Transport to and from school where the pupil is not eligible under the Local Education Authority's guidelines.
- Provision of Education and use of Facilities: to those persons who are not registered pupils at the school.

In cases where charges are to be levied parents will be advised in advance and monies collected prior to the activity.

The Academy will ensure that monies received will be paid into finance at the earliest opportunity.

3.2 Remissions

- Requests for help from parents on income support or family tax credit will be considered and assistance provided within the limits of the Academy's budget. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission.
- The Academy will utilise monies received in respect of the Pupil Premium to support identified need within the school community.
- The Academy may remit charges in full or in part to other parents after considering other specific hardship cases.

3.3 Special Education Needs

United Learning schools will not charge for the cost of providing the special education needs of a pupil where these have been agreed with the Local Education Authority.

3.4 Insurance

Any insurance **costs will be included in charges made for trips or activities.**

3.5 Voluntary contributions

Nothing in this policy statement precludes United Learning schools from inviting parents to make voluntary contributions

Section 4 – Communication of the Policy

This policy will be published on the Academy website and will be reviewed every three years.



Signed: _____ **Name:** _____ **Date:** _____
(Chair of Governors)

Signed: _____ **Name:** _____ **Date:** _____
(Principal)

