



**Manchester Academy**

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# Charging and Remissions Policy

**2020 – 2022**

## For Office Use Only

Date of last review:	Sep, 2020	Target Audience:	All staff / governors / parents and carers
Date of next review:	Sep, 2022	Reason for version change:	Update for Sept 2020 review period
Review period:	2 yearly	Name of owner/author:	Michelle Mahlik, Business Manager
Version number:	3.0	Name of individual/department responsible:	SLT

# 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



## 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, residential 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.

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.
- 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;
- Where parents request individual music tuition over and above that normally provided voluntary contributions will be requested;
- 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 Insurance

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



## Section 4 – Communication of the Policy

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

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**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chair of Governors)

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Principal)

**Next Scheduled Review Date:** September 2022

