

# MANCHESTER ENTERPRISE ACADEMY

## CHARGING AND REMISSIONS POLICY

<b>Approved By:</b>	<b>Project Steering Group</b>
<b>On:</b>	<b>25<sup>th</sup> March 2009</b>

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## **PHILOSOPHY – the belief(s) on which the policy is based.**

This charging policy has been compiled in line DCSF with requirements and in accordance with s457 of the Education Act, 1996.

**PRACTICE AND PROCEDURES – the broad roles and responsibilities of all members of the Academy community; Governors, Sponsors, Principal, teachers, parents/carers.**

## **PRACTICE**

### **Day Trips**

No charge will be levied in respect of day trips that take place during Academy hours or are part of the curriculum.

### **Residential trips – Essential**

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### **Residential trips – Non-essential**

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of Academy time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of Academy time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### **Examination Entries**

A charge will be levied in respect of examination entries for pupils where the Academy has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where the Academy has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the Academy may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.

The charge levied in 6 - 8 above will be the cost of the examination entry, plus any applicable centre

## **Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however in extenuating circumstances assistance will be provided for those students who can not afford such provision. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

## **Music Tuition**

The Academy levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the Academy and charges are explained and agreed through the Head of Music. A further discount is available to pupils whose families are entitled to free Academy meals.

## **Activities Outside Academy Hours**

No charge will be made for activities during Academy hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside Academy hours for an examination that is not set out in regulations (the full list of which is available from the Academy), a charge will be levied for tuition and other costs.

For all other activities outside Academy hours, a charge up to the cost of the activity will be levied.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

A charge will be levied 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 to be the cost of replacement or repair, or such lower cost as the Principal may decide.

## **Voluntary Contributions**

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **Lettings**

The Academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the Academy, the charge will be based on the site staff overtime costs.

## **Other charges**

The Principal, Sponsors, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## **Remissions Policy**

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodging will be remitted in full.

The Principal, Sponsors, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Principal, Sponsors, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

**The policy will be reviewed regularly by the appropriate, Sponsor's, Governors' committee meeting and presented at GB meetings for approval.**