



Broadway Academy Policies

Our Children. Our Community. Believe it can be done!

Charging and Remissions Policy

Committee: Deep Services, Finance, Audit and Premises

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Contents

	Section	Page
1	Introduction	2
2	Definitions	2
3	Rationale	2
4	Context	2
5	Aims	2
6	Responsibility	2
7	Where charges cannot be made	2
8	Where charges can be made	3
9	Damage/ loss to property	3
10	Voluntary contributions	4
11	Remissions	4

1. Introduction

This policy is based on advice from the Department for Education (DfE) on charging for academy activities.

2. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

3. Rationale

The Governing Body of Broadway Academy recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

We believe that all our pupils should have an equal opportunity to benefit from academy activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

4. Context

The law states that education provided during academy hours must be free. This definition includes materials, equipment and transport provided in academy hours by the Academy. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

5. Aims

- To make Academy activities accessible to pupils regardless of family income
- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that may be charged for and when charges may be made

6. Responsibility

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher

Broadway Academy has delegated the responsibility for approving the charging and remissions policy to the Finance, Audit and Premises Committee.

7. Where charges cannot be made

- Education provided during academy hours (including the supply of any material, books, instruments or other equipment)
- 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 student is being prepared for at the academy

- Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the student has been prepared for it at the academy
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy
- Education provided on any trip that takes place during academy hours
- Education provided on any trip 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 student is being prepared for at the academy
- Transporting registered students from or to the academy premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit
- Supply teachers to cover for those teachers who are absent from the academy accompanying students on a residential visit

8. Where charges can be made

We are able to charge for activities known as 'optional extras'. The following are optional extras:

- Education provided outside of academy time that is not part of the national curriculum, or part of a syllabus for a prescribed examination that the students is being prepared for at the academy
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the academy
- Transport, other than transport that is required to take the student to the academy or to other premises where the governing body has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit

When calculating the cost of optional extras, an amount may be included in relation to:

- Any material, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Costs associated with travel
- Entrance or activity costs
- Costs associated with musical instrument or vocal tuition, where the tuition is an optional extra
- Additional food and drink costs

9. Damage/ loss to property

The governing body reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property. This relates to premises, furniture, equipment and other educational resources, such as books and materials.

10. Voluntary contributions

Voluntary contributions may be requested from parents to fund the costs of visits and activities during school hours which would otherwise not be possible. Students will not be excluded from an activity if their parents are unwilling or unable to pay. However, if sufficient funds are not raised the visit or activity may have to be cancelled.

11. Remissions

In some circumstances the academy may not charge for items or activities outlined under the section detailing where charges can be made. This will be at the discretion of the governing body and will depend on the activity in question.