



CHARGING AND REMISSIONS POLICY

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BOA GROUP

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1. Introduction

The BOA Group recognises the valuable contribution that the wide range of additional activities including enrichment, trips, residential visits and experience of other environments, can make towards students' all round educational experience and their personal and social development.

This policy sets out the activities that can be charged for and how these charges will be made. It also sets out the circumstances in which the BOA Group proposes to remit any charge which would otherwise be payable to them in accordance with the charging policy.

2. Aims

The policy aims to:

- Ensure that all staff and parents are aware of the BOA Group charging policy
- To ensure that activities and trips are as accessible to as many students as possible

The BOA Group must ensure that it informs parents, who are on low incomes and in receipt of benefits, of the potential support available to them when being asked for contributions towards the cost of academy visits.

3. Legal Position

The BOA Group complies with the Education Act 1996: Sections 449-462 which sets out what Trustees may and may not charge for when activities take place, either during or outside of academy hours, including residential activities.

4. Activities which may be charged

The Trust Board reserves the right to make a charge in the following circumstances for activities organised by the BOA Group:

- **Residential trips in academy hours:** the board and lodging element of the residential experience and outdoor pursuit courses; the charge must not exceed the actual cost;
- **Activities outside academy 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;
- **Materials:** the cost of materials, books, instruments, equipment or for specified project, if parents have indicated in advance that they wish to own the final product;
- **Acts of vandalism and negligence:** the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested and refunded if the student attends for examination;
- Charges may be made for either an individual student or group to play a musical instrument or to sing if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s)'
- Lettings of the academy premises;
- If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the BOA Group has paid an entry fee, the Governing Body may seek to recover the fee from a parent;
- There may be a charge for examination entry where there is request from the parent for additional subject entries to be made which are not supported by the BOA Group.

Any charge should not exceed the actual cost.

5. Educational activities wholly or mainly outside school hours

The BOA Group may charge for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- Education provided outside of academy time that is not:
 - ❖ part of the National Curriculum;
 - ❖ part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
 - ❖ part of religious education.
- Examination entry fee(s) if the student has **not** been prepared for the examination(s) at the Academy;
- Transport that is **not** required to take the student to the academy or to other premises where the Governing Body have arranged for the student to be provided with education;
- Board and lodging for a student on a residential visit;
- Any materials, books or instruments, or equipment provided in connection with the optional extra
- Provision of non-teaching employees
- Provisions of teaching employees engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.

- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

6. Voluntary Contributions

The BOA Group may ask for voluntary contributions for the benefit of the academy or any academy activities. However, if the activity cannot be funded without voluntary contributions, the academy will make this clear to parents at the outset. Parents are under no obligation to make any contribution. All learners will be treated equally regardless of whether their parents have any contribution in response to the request. However, if insufficient funds are available it may be necessary to curtail or cancel the activity.

7. Prohibition of Charges

The BOA Group cannot charge for:

- an admission application;
- education provided during academy hours (including the supply of any materials, 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, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as 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, or part of religious education;
- 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 visit that takes place during Academy hours;
- education provided on any visit 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, or part of religious education;
- supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit;
- transporting students to or from the Academy premises, where the local education authority has a statutory obligation to provide transport;
- transporting 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 s/he has been prepared for that examination at the Academy.

8. Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the BOA Group will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within Academy time. This is only the case where the residential activity forms part of the syllabus for a public examination.

The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. 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 in consultation with the Governing Body of that Academy.

9. Insurance

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

10. Roles and Responsibilities

The Trust Board is responsible for ensuring that the BOA Group complies with legislation, and that this policy and any related procedures and action plans are implemented.

The Principal is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action.

11. Monitoring, Evaluation and Review

This policy will be reviewed every two years by the Chief Executive and subject to Trust Board approval. Changes in technology, legislation or other external factors may result in this policy being reviewed earlier.