



Manchester Communication Primary Academy

CHARGING AND REMISSION

Policy 2018

Approval History

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Revision History

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CONTENT

<u>Admissions</u>	1
<u>School Meals</u>	1
<u>Public Examinations</u>	1
<u>Activities Which Take Place During School Hours</u>	1
<u>Activities Which Take Place Outside of School Hours</u>	1
<u>The Cost of Optional Extras</u>	2
<u>Activities that Take Place <i>Partly</i> During School Hours Either On or Off Site</u>	3
<u>Residential Activities</u>	3
<u>Music Tuition within School Hours</u>	4
<u>Extended Services</u>	4
<u>Damage to Property and Breakage</u>	4
<u>Remissions and Concessions</u>	5
<u>Voluntary Contributions</u>	5
<u>Inability or Unwillingness to Pay</u>	5
<u>Complaints</u>	5

Admissions

There is no charge for admissions

School Meals

There is no charge for children who are entitled to free school meals or universal free school meals. Pupils who are not entitled to free school meals will be charged £2.60 per meal.

Public Examinations

There is no charge for examinations that are part of the curriculum and on the academy's set examinations list, where children have been prepared for the examinations by the academy.

Activities Which Take Place During School Hours

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities (**swimming etc**).

There is no charge for trips/visits which take place during the school day and are a required part of the curriculum (museums etc), this does not apply to residential trips.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

Activities Which Take Place Outside School Hours (Non-residential)

There is no charge for activities that take place outside of school hours when they are:

- a club offered by MCPA staff 3:15-4pm Monday-Wednesday.
- part of the syllabus for a public examination that the pupil is being prepared for by the academy
- part of the academy's basic curriculum

Optional extras

The academy will charge for optional extras. Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (e.g. breakfast clubs, after school clubs etc)

The Cost of Optional Extras

The headteacher will decide when it is necessary to charge for optional activities, ensuring that the cost to parents is always representative of good value for money.

Services which are provided by an external company, such as after school club and residential visits will have their price determined by the provider, through negotiation with the school.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

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

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- The costs of buildings and accommodation.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Activities That Take Place *Partly* During School Hours Either On Or Off Site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

Residential Activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. In such cases, the academy will seek to reduce the financial burden on parents by subsidising the total cost and spreading payments over several months. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost (see section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours (**see section 5**).

Music Tuition within School Hours

MCPA follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Extended Services

MCPA is dedicated to providing a well-rounded and extensive education for our children which includes a wide range of extra-curricular activities (extended services). Extended services enable our academy to provide:

- high-quality learning opportunities either side of the school day
- ways of increasing pupil engagement
- sporting activities
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
- access to a nutritious breakfast
- after-school childcare

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Damage to Property and Breakages

Where academy property has been wilfully or recklessly damaged by a child or parent the academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

Remissions and Concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher will authorise the remission of charges.

The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the headteacher.

Voluntary Contribution

The Academy may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or Unwillingness to Pay

MCPA is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. This does not apply to those activities listed as 'optional extras'.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the academy's complaints procedures.