



POLICY STATEMENT CHARGES FOR ACADEMY ACTIVITIES

This policy defines how Wymondham High Academy implements the legislation which allows schools and academies to charge for certain activities which take place both inside and outside school hours. The Governing Body of Wymondham High has adopted Norfolk County Council's recommended policy.

Those activities and materials for which a charge is made:

1. Music Tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. The Academy will charge for instrumental tuition given to groups of no more than four students. (Please see Appendix 1 for details of subsidised music tuition).
2. Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
3. Travel: the cost of travel when a student makes use of transport not provided by the authority or Academy, to travel direct from home to an activity approved of, but not provided by, the authority or Academy. This also includes occasions where a student attends offsite education, such as College, and has not used transport provided for free by the Academy.
4. Board and lodging: board and lodging will be charged in all cases where a school activity involves students in nights away from home.
5. A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

6. Non-Residential/Residential Activities taking place 50% within school hours: A contribution will be requested for activities which take place where the child's participation has been agreed in advance by the parents. The contribution will include the cost of travel, entrance fees, insurance, (including those relating to staff) books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.
7. Public examinations: Candidate will be charged for:
 - the entry for a prescribed examination for which he/she has not been prepared by the Academy;
 - the entry for examinations in the same subject with two examination boards, except at the Academy's discretion;
 - the failure without good reason to complete the examination requirements for which the Academy or the LA has paid the entry fee;
 - the re-entry for an examination for which the Academy has previously paid; except where the Academy has requested that the student resits an examination.
 - parents will be asked to pay for re-marks where they have requested this, except at the Academy's discretion.
8. Damage to or loss of Academy property: In the event of damage to and loss of Academy property, the parents of the young person/s concerned will be contacted and asked to contribute toward the cost of repair or replacement.

Any activity for which a charge MUST NOT be made will request a voluntary contribution from the parents/carers.

If the activity is dependent on a defined level of voluntary contribution and will not run if there is a shortfall, this will be stated in the documentation detailing the activity.

Remission of Charges

Parents are only eligible for remission of charges where they are in receipt of:
(The benefits are the same as those that give entitlement to free school meals, use the link below to check the current the annual income limit).

* <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/a00202841/fsmcriteria>

- Income Support;
- Income Based Job Seeker’s Allowance;
- An income related employment and support allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the limit set annually*;
- Guaranteed State Pension Credit.

Remission of charges only applies to board and lodgings charges which are levied directly by the LA or the Academy and where they relate to activities deemed to take place wholly or partly in school hours. Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges can apply for disadvantaged subsidy funding from the Cluster. Forms are available from Student Services Reception and should be returned to the Finance Office.

Refund of contributions and charges

The full contribution to an activity will be refunded if a child is absent due to illness, except in the case of non-refundable deposits.

If a trip has to be cancelled parental contributions will be refunded.

If contributions to an activity exceed the total cost a refund will be given, if excess is over £5 per child.

Excess income less than £5 per child will be paid into the Accumulated Trips Account.

Excess of expenditure will be funded by the Accumulated Trips Account.

Monitoring and Evaluation

This policy will be monitored by the respective Assistant Principal with any evaluation being presented at the next review.

Review

This policy is to be reviewed by the Governors’ Finance Committee every three years.

Confirmed by: **The Governing Body of Wymondham High Academy**

Signature of Chair: Dated:
Finance Committee

Subsidised Music Tuition

1. Eligibility criteria for subsidised fees:
 - Students who are eligible for free school meals, (forms are available from the Finance office);
 - Students of families with three or more children, where income is less than £18,500 (evidence must be provided).
2. Where possible we will place students into shared lessons. Parents can opt for individual lessons.
3. The school will fund two thirds of the cost. Where it is not possible to place a child in a shared lesson due to nature of the instrument or student ability we will charge the parent the same amount as a shared lesson.
4. The school will only subsidise tuition for 1 instrument.
5. All parents will have to make some contribution to the cost - only GCSE/A level students will be given free lessons
6. Parents will have to reapply for financial assistance every 6 months as per the Free School Meals application.

NB: Gifted and Talented Students

Should a student, identified by the Head of Music as Gifted and Talented, not quite meet the eligibility criteria or funding for a second instrument is sought, the Head of Music will make a judgement on an individual basis.