

Charging and Remission Policy

Introduction

Guru Nanak Sikh Academy Ltd, recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards pupils'/students' all round educational experience and their personal and social development.

Under the guidance of the Charging for Schools Activities guidance (May 2018 – latest edition)

GNSA Multi Academy Trust will **NOT** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum¹, 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;
- 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 pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

GNSA Multi Academy Trust can charge for the following:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras
- music and vocal tuition, in limited circumstances; certain early years provision;
- community facilities

Optional Extras

Charges can be made for providing materials, books, instruments, or equipment such as:

- education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education;
 - examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
 - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Music Tuition

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charging

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

- School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses;
- Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad taking place at weekends and during holidays, which are deemed to be optional extras;
- Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- Acts of vandalism and negligence: Each 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, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy/School has paid an entry fee, the respective Board committee may seek to recover the fee from the parent.
- Parents can be asked to pay for cost of vandalism in the result of pupils' behaviour
- Copies of policies or documents: an administration charge will be made for any copies required to cover the costs of the academy/school.
- There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the respective Governing Body 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 school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body 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 Chair of Governors.

Insurance

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

Voluntary contributions

Nothing in this policy statement precludes the Board from inviting parents to make voluntary contributions.

There are some activities which parents will be asked about their willingness to pay a voluntary contribution towards the costs e.g. theatre visits, swimming instruction, day trips etc. This charge will be determined by the number of pupils in the year group and the total cost divided equally between each child.

The MAT has the right to cancel an activity or visit out of school if insufficient voluntary contributions are made.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the MAT.