

Hans Price Academy

Charging and Remissions Policy

Principles

Legislation allows schools to charge for certain activities which take place outside school hours. Hans Price Academy's policy applies to charges made to parents/students, for facilities used by private individuals and to third party organisations that rent school premises.

The Academy Council 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 students' all round educational experience and their personal and social development.

By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity.

Charging

1. Admissions – no charge shall be made in respect of admission unless it is for the purpose of part-time education for persons over compulsory school age or full-time education for persons over compulsory school age.

2. Provision of education – no charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The Academy may charge persons who are not registered pupils at the Academy for education provided or for facilities used by them belonging to the Academy.

3. Uniform - The Academy expects all parents to pay the costs of uniform, in cases where parents are unable to fully meet these costs they may apply to the Academy for financial assistance.

4. Musical Instrument tuition – the Academy will review on a yearly basis whether or not to charge a contribution towards musical instrument tuition either individually or for a group of not more than four pupils where the lesson is not considered to be part of the National Curriculum or is not preparation for a public exam. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus and a subsidy will be made for students who are entitled to free school meals. Charges will be made prior to the commencement of the music tuition.

5. Practical subject charge – the Academy reserves the right to make a charge for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. The expectation in food technology however, is that all eligible students purchase their own ingredients and are able to take their work home. Any student involved in projects where materials are uniquely expensive pay for materials in advance, based on prices obtained beforehand from the Subject Leader. The Academy classes such income as class sales.

6. Visits during the school day – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.

7. Residential visits – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

8. Public examinations – No charge shall be made in respect of the entry of a registered pupil at the Academy. Charges may be applied for the entry of a student for an examination for which he/she has not been prepared by the Academy. Entry for resit examinations is also subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original, then a refund is made for the fee. The entry fee charged by the exam board will be passed on to the parent/carer for non-attendance of examinations without a valid reason.

9. Optional extra visits – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

10. Breakages – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. If Academy property, which may be taken off the premises under the responsibility of the student, is lost or damaged a charge will apply for its repair or replacement.

Remission of Parent/Student charges

Parents who find themselves in financial difficulties and who are in receipt of income support, income based job seekers allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit provided that working tax credit is not also received and that the family's income does not exceed £15,860 (financial year 2011/12) may apply to the Academy for financial support. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims.

Facilities used by private individuals

Currently this only refers to reprographic facilities used by staff members, the Academy catering suppliers or local sporting and community organisations. Charging is on the basis of metered copy volumes and at the rate chargeable as set out in the reprographics charging booklet

Third Party Lettings/Use of Facilities

A charge will be made to cover the use of the premises, administration, wear and tear and general disturbance. Under no circumstances will lettings be subsidised from resources provided for students' education. Facilities will only be let where they are not needed for purposes of education during that time. The charge is negotiated between the Academy and the prospective tenant.

All hirers will need to demonstrate that they have adequate insurance to compensate the school for any damage they cause and a copy of the insurance certificate should be obtained and retained during the let. Where there is a doubt the Academy can consult its' insurer.

Consideration is given to charging where a third party tenant makes use of school facilities, at whatever hour, that belong to the Academy. Examples of these might include projectors, IWB, ovens etc.

All charges for income of any nature must be made through the Business Managers Office. All monies received for such income must be paid to the Main Reception.

Payment Terms

Invoiced payments are due within 30 days.

If payment is not received within 30 days a reminder letter will be sent and will be strictly due within 14 days.

We will exercise our statutory right to claim interest (at 8 per cent over the Bank of England base rate) and compensation for debt recovery costs under the Late Payment legislation if we are not paid according to our agreed credit terms