



## Charging and Remission Policy

This policy applies to our current schools, Khalsa Secondary Academy (KSA), ATAM, The Khalsa Academy Wolverhampton, and other schools we open.

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## 1. Introduction

The Board of Directors of Khalsa Academies Trust's policy is to provide free education for all attending pupils. The Board recognises the valuable contribution that the wide range of additional optional activities, including certain clubs, out-of-school trips, residentials, and experiences of other environments, can make towards students' all-round educational experience and personal and social development. This policy is implemented within the letter of the law and also embracing the spirit of it. The Board has, therefore, set up a charging and remissions policy for certain activities in school. It will be reviewed from time to time and will be no less generous than the LA's policy.

(Throughout this policy, the term "parent(s)" means all those are having parental responsibility for a child.)

## 2. Outline

The Trust's Academies reserves the right to ask for parental contributions in the following circumstances for school activities: Appendix 1 shows a brief overview of charges. The following rules apply to all academies.

### 2.1 School trips and residential in school time:

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to make a voluntary contribution towards the cost of Board and lodgings. However, legislation states that a pupil should not be debarred from a visit if a parent does not contribute. In family hardship cases, parents may apply, in confidence, to the Principal for help or exemption from such contributions. However, we hope that parents will realise that there comes the point when a trip is not viable if sufficient contributions are not forthcoming.

### 2.2 Special activities either during school hours or extended hours

To enhance pupil's skills and learning, the Academy has arranged for a series of clubs and activities offered by specialist clubs and organisations as optional extras at the end of the formal academic day as part of our enrichment program. Such organisations may ask for a voluntary contribution from parents who want to participate in the services provided as optional. This will include activities such as horse-riding, martial arts, and archery. There are other activities available at no charge. However, if any parent wants their child to participate in such activities and cannot contribute, they can apply in confidence to the Principal (as in 1 applies).

### 2.3 Activities outside school hours

There will be occasions when we organise activities outside of school hours. Parents will be asked for a voluntary contribution to cover the total 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; the same as (1) applies.

### 2.4 Materials

The cost of materials or ingredients for design and technology and food technology, if the pupil or parent wishes to take home or own the final product;

## 2.5 Acts of vandalism and negligence:

The Academy 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;

## 2.6 Examination fees

If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if they attend for the examination. If, without a medical certificate explaining why a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy may seek to recover the cost from the parent. 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.

## 2.7 Music Lessons

Extra-curricular music lessons and lessons taught individually or in groups of four or less as optional extras. Music lessons forming a part of the syllabus for a prescribed public examination which is a syllabus for which the pupil is being prepared at the school will be the Academy's responsibility, as will music lessons forming part of the National Curriculum or part of the provision for religious education in the Academy's basic curriculum.

## 2.8 Out of School Hours Child Care, Breakfast and After School Clubs

All costs borne by the Academy in supplying supervision and or food/drinks.

## 2.9 School Transport

Transport to and from the school where parents require their child to be picked up by the school minibus service. This does not preclude the right of parents to access the local authorities' transport services.

## 2.10 School Lunches and break time snacks

The Academy will provide a choice of hot or cold, nutritionally balanced two-course meals at the equivalent cost of a free school meal. Hot and cold snacks are also available at other times during the school day. These are also subject to a charge.

## 3. Calculating Charges

When charges are made for any activity, whether during or outside of the Academy day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for a case of hardship will not come through the voluntary contributions of those that can contribute. If any parent is experiencing financial difficulty, they may discuss this confidentially with the Principal, as explained below.

## 4. Charges for Photocopying and Telephone Calls

Staff wishing to use the school's facilities for their private use should seek permission from the Office Manager and complete the logbook. The scale of charges will be available in the log, and the finance department will invoice staff at the end of every term.

## 5. Remissions

We believe that a school should give pupils as many varied learning experiences as possible. We shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences.

Parents who receive the following benefits are exempt from paying the charges.

- Universal Credit.
- Income-based jobseeker's allowance.
- Any support under part 6 of the Immigration and Asylum Act 1999.
- Child tax credit provided that working tax credit is not also received, or the family's income assessed by HM Revenue and Customs does not exceed the current HMRC value.
- The guarantee component of state pension credit.
- An income-related employment and support allowance.

Where the parent of a student receives qualifying state benefit(s), the Academy 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 when 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 Chair of Governing Body.

Help can be given as outlined below.

1. The Academy will meet the total costs (as outlined above).
2. The Academy will reduce the charges for those in receipt of certain benefits or low income but do not qualify for free school meals.
3. The Governing body has created a school hardship fund for those parents who are in financial hardship.

## 6. Special Education Needs

The Academy would not charge for the cost of providing the special education needs of a pupil where these have been agreed with the Local Education Authority.

## 7. Insurance

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

## 8. Voluntary contributions

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

## 9. Payment

We operate a cashless system, and payment for all charges, including school lunch, is done online through Parent mail. Parents can view and pay into their account at any time. If any parents have any problems or need any help with this, please do not hesitate to contact the school. All discussions are treated confidentially.

## 10. Monitoring

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

## Appendix A

Activity	Comment
Individual instrumental music tuition requested by parents over and above the national curriculum and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the payments made to the school by the music service increase. Parents in receipt of certain benefits could be eligible for a reduction of fees. The first child pays full fees; the second and subsequent child will pay half fees. Parents pay any examination fees.
Transport to work experience	Parents will pay directly (except stated pupils where the statement refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits.
Rescrutiny of exam results.	Parents to pay all charges.
Exam entry for the prescribed exam for which the school has not prepared pupils.	Parents to pay all charges.
Entry for an exam that is not on the prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.