



CHARGING AND REMISSIONS POLICY

1 Sponsors' Statement

- 1.1 All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long term running of the Academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities and in particular through the specialism of Enterprise and Innovation, and Maths.

2 Introduction

- 2.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

3 Who does this policy apply to?

- 3.1 This policy applies to all staff, parents and Governors of The Bishop of Winchester Academy.

4 Who is responsible for carrying out this policy?

- 4.1 The implementation of this policy will be monitored by the Governing Body of The Bishop of Winchester Academy and remain under constant review by a designated member of the Academy Leadership Team.

5 What are the principles behind this policy?

- 5.1 Other than in the case of board and lodging no charge will be made in cases where an activity is provided:
- i. to fulfil any requirements specified in the syllabus for a prescribed public examination, or
 - ii. specifically to fulfil statutory duties relating to the National Curriculum, imposed by section 74(3) (ii) of the Act, or
 - iii. specifically to fulfil statutory duties relating to religious education imposed by section 10(1) (b) of the Education Reform Act 1988.

6 Procedure

- 6.1 The Academy may invite parents and others from time to time to make a voluntary contribution towards any part of the Academy's work, and to permit the provision of activities which might not otherwise be possible.
- 6.1 Parents will be informed of the decision to ask for voluntary contributions at the planning stage of activities.
- 6.2 Planned activities may be cancelled if financial support is not forthcoming.
- 6.3 No student will be left out of any activity provided during Academy hours because his/her parents cannot make a voluntary contribution.
- 6.4 Parents may be asked to make a voluntary contribution towards activities taking place during Academy hours, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the Academy's basic curriculum for religious education.

7 Charging

- 7.1 Parents will be asked to meet the full cost of optional extra activities which happen outside Academy hours, where these activities are not a necessary part of the National Curriculum, part of a syllabus for a prescribed public examination or religious education.
- 7.2 Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential courses during Academy time. These costs will be met for students whose parents are receiving certain benefits (see 8.2).
- 7.3 A charge may include an allowance for the cost of staff from the Academy who supervise optional extra activities, but only if those staff have been given a separate contract or formal letter asking him/her to provide a service on a particular occasion to provide the optional extra (see Extended Services Policy).
- 7.4 Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in groups of up to four.
- 7.5 General fundraising and sponsorship may be used to permit additional activities.

8 Charging Structure

- 8.1 Residential courses during Academy time: parents/guardians will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses.
- 8.2 The Academy will meet these costs for children whose parents/guardians receive:
 - i. Income Support (IS).
 - ii. Income-based Jobseeker's Allowance (IBJSA).
 - iii. Support under Part VI of the Immigration and Asylum Act 1999.

- iv. The guaranteed element of state pension credit.
 - v. Child Tax Credit (providing they do not also receive Working Tax Credit), and have an annual income assessed by the Inland Revenue which does not exceed **£16,190** (Financial Year 2012-2013). Families who are awarded Working Tax Credit do not qualify for free Academy meals regardless of income.
 - vi. An income related employment and support allowance that was introduced on 27th October 2008.
 - vii. The Academy will do its best to offer assistance in any case where there is hardship.
- 8.3 Activities outside Academy hours (Before 8.30am, between 1320hrs and 1400hrs and after 1500hrs) and not within the National Curriculum (ranging from Breakfast Club, after Academy clubs, holiday activities) are classed as “optional extras”. Parents/guardians will be asked to meet the full cost of these activities if appropriate.
- 8.4 In the case of residential experience, every effort would be made to offer value for money.
- 8.5 Activities in Academy time and/or within the National Curriculum: parents/guardians may be asked to make a voluntary contribution.
- 8.6 Where an activity and/or optional extra occurs both within curriculum time and outside it shall be measured by:
- i. Amount of time that occurs within curriculum time against time outside the curriculum. Travel will be included in this calculation.
 - ii. If the time within curriculum hours is greater than that part of the activity occurring outside curriculum hours it shall be seen as a curriculum activity and only a voluntary contribution shall be requested.
- 8.7 Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.
- 8.8 Individual music tuition takes place on the basis of private charges between music tutors and parents.
- 8.9 Parents/guardians will be charged for: extra examination entries; resits without tuition; entries for examinations not on the prescribed lists; and “wasted” examination entries.
- 8.10 Parents/guardians will be expected to meet some or all of the replacement costs of lost or damaged Academy books or equipment.
- 8.11 Parents/guardians will be expected to meet some or all of the costs of breakages or damage to Academy buildings, furniture or property.

- 8.12 The Academy sells a variety of materials to students in the Academy shop and in class, ranging from stationery and calculators to commercially produced revision guides. Prices are set to cover the Academy's costs.

9 Miscellaneous Charges (other than for students)

9.1 Lettings (See Lettings Policy)

- i. Charges for lettings are agreed annually by the Governors' Resources Committee.
- ii. The charges for lettings will be a guideline to ensure costs of opening the building are met.
- iii. The Professional Services Manager has the ability to:
- iv. Proactively seek partnership agreements between hires and the Academy where there is a clear benefit to the students attending the Academy.
- v. Discretion of charges will be considered for long term relationships to encourage local entrepreneurs in hiring the facilities.

9.2 Extended Services (See Extended Services Policy)

10 Insurance

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

11 Voluntary contributions

- 11.1 Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary; children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

12 Policy Review

- 12.1 This policy will be reviewed annually by the Academy Leadership team as part of the Academy annual review process.
- 12.2 This policy will be reviewed and submitted to the Governing Body for review every 3 years. This will allow Governors to assess its implementation and effectiveness.
- 12.3 This policy will be actively promoted and implemented throughout the Academy.

Updated: February 2013.

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Ratified by Full Governing Body: 21st March 2013.

Due for Review: January 2016