

# Manchester Communication Academy

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Charging and Remission



with you, for you, about you.

This document has been approved for operation within	Manchester Communication Academy
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Status	Approved
Person Responsible for Policy	
Owner	Manchester Communication Academy
Signature of Approval	J Rowlands / R Lawler

## Aims

MCA aims to:

- Have robust, clear processes in place for [charging and remissions](#)
- Clearly set out the types of activity that can be charged for and when charges will be made

## Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## Roles and Responsibilities

### The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Principal.

The governing board also has overall responsibility for monitoring the implementation of this policy. At MCA, responsibility for approving the charging and remissions policy has been delegated to the Principal and monitoring the implementation of this policy has been delegated to the governing body

### The Principal

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

## Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation, where applicable

## Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy

## Where Charges Cannot be Made

Below we set out what we cannot charge for:

### Education

Admission applications

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 curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### Transport

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

Transport provided in connection with an educational visit

### Residential Visits

Education provided on any visit that takes place during school hours

Education provided on any visit that takes place outside school hours if it is part of:

- The national curriculum \* see optional extras below (optional extras)
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## Where charges can be made

Manchester Communication Academy wishes to see the Curriculum enriched as far as possible for the benefit of all students. It recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level.

Manchester Communication Academy therefore reserves the right to make a charge in the following circumstances for activities organised by the Academy:

Below we set out **what MCA can charge for**.

### Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities
- 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. Re-sits for public examinations where no further preparation has been provided by the academy
- If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Trust Board may seek to recover the fee 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.
- Acts of vandalism and negligence: the Trust Board reserved 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;

### Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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 governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Materials: the cost of materials or ingredients for Design and Technology and Food Technology, if parents/carers have indicated in advance that they wish to own the final product;
- Activities outside Academy hours: the full 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;

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

## Music Tuition

MCA can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition. The cost of peripatetic instrumental instruction is subsidised by the Academy.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a pupil who is looked after by a local authority

## Residential Visits

We can charge for board and lodging on residential visits and outdoor pursuit courses, but the charge must not exceed the actual cost.

## Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Specified school trips
- Sporting events
- Theatre visits

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.** If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## Remission

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Principal and will depend on the activity in question.

### Remission for Residential Visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

The governing body may remit other charges in full or in part to other parents/carers after considering other specific hardship cases. The Principal invites parents/carers 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 the governing body.

## Monitoring Arrangements

The Principal monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the governing body every 24 months. At every review, the policy will be approved by [the governing body