

St Bede's Catholic Voluntary Academy



Charging and Concessions Policy

We commit ourselves to love, respect
and serve one another as disciples of
Jesus Christ

At St Bede's we strive to create a learning environment, curriculum, experiences and relationships in which all individuals can develop as young people within the love of Jesus Christ.

The academy commits itself to creating an environment for everyone that is characterised by our core values of Love, Respect and Service. These values have been reflected upon in order to determine this policy.

1. Introduction

This policy has been formulated to ensure advice on charging for academy activities is clear and transparent. It has been formulated in accordance with the Department for Education (DfE)'s advice on charging for school (academy) activities (May 2018).

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the academy and as additional optional activities. However, owing to the limited funds the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the academy. The Governing Body will, from time to time, review and amend the categories of activity for which a charge may be made.

2. Aim

The aim of this policy is to set out what charges should be levied for academy activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents. Sections 7, 8 and 9 cover education provided wholly or mainly during academy hours; Section 10 covers charges for activities outside academy hours provided by, or on behalf of, the Governing Body of St Bede's Catholic Voluntary Academy.

3. Definition of Extended Provision

Extended use of academy premises is when academies open up their facilities either before, during or after the academy day as well as during academy holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as students.

Commercial use is defined as academy facilities being let to external organisations/groups on a profit basis.

4. Responsibilities

The Governing Body of St Bede's Catholic Voluntary Academy is responsible for determining the content of the policy and the Headteacher is responsible for its implementation. Any decisions with respect to individual parents will be considered jointly by the Headteacher and the Governing Body.

The Governing Body should make all users aware of local safeguarding procedures especially when the academy is being let during the normal academy day.

The Governing Body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

5. Prohibition of Charges

In line with DfE guidance the Governing Body will not charge for any of the following:

Education provided wholly or mainly during academy hours (including the supply of any materials, books, instruments or other equipment).

Education provided outside academy hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy or part of religious education.

Entry for a prescribed public examination if the pupil has been prepared for it at the academy.

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

Education provided on any trip that takes place wholly or mainly during academy hours.

Education provided on any trip that takes place outside academy hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy or part of religious education.

Supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential trip.

Transporting registered pupils to or from the academy premises where the academy has a statutory obligation to provide transport.

Transporting registered pupils to other premises where the Governing Body or the academy has arranged for pupils to be educated.

Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the academy.

Transport provided in connection with an educational trip that is wholly or mainly in academy hours.

6. Publication Scheme

The ICO's publication scheme can be found here: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/#2>.

7. Charges for Curricular Activities

A charge will be made for:

Board and lodging on residential visits (not to exceed the costs incurred).

The proportionate costs for an individual child taking part in activities wholly or mainly outside of academy hours ('optional extras') to meet the costs for: travel, materials and equipment, staffing costs, entrance fees and insurance costs.

Individual tuition in the playing of a musical instrument. The amount of this will be reviewed annually by the Senior Leadership Team.

Re-sits for public examinations where no further preparation has been provided by the academy.

Costs of non-prescribed examinations where no further preparation has been provided by the academy.

Any other education, transport or examination fee unless charges are specifically prohibited.

Breakages and replacements as a result of damages caused wilfully or negligently by pupils. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

Enrichment activities and academy clubs.

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents/carers). The pupil will take home the finished product.

8. Concessions

Where the trip takes place wholly or mainly during academy hours children may, in addition to having a free academy lunch entitlement, be able to partially use Pupil Premium funding in order to access trips. The general entitlement of students in receipt of the Pupil Premium funding is 1/3 of the cost of a visit, however, this can be changed at the discretion of the Headteacher.

A similar entitlement applies where the trip takes place outside of school hours but is a necessary part of the national curriculum, forms part of a syllabus for a prescribed examination that the school is preparing the pupil to sit, or a syllabus for religious education. In these instances, the voluntary contribution for these students will be lowered accordingly.

Alternative payment plans may be discussed and agreed with the parent / carer to assist them should the need arise.

9. Voluntary Contributions

The guidance clearly states schools' entitlements under the legislation to ask for voluntary contributions 'for the benefit of the academy or any academy activities'. It also states that: 'If insufficient voluntary contributions are raised to fund a visit then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit'. The academy fully supports these guidelines and encourages all students to take part in educational visits.

Parents will be invited to make a voluntary contribution for the following:

1. Students' travel costs.
2. Materials and equipment.
3. Entrance fees to museums, theatres etc.
4. Insurance costs.
5. Residential visits.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

1. That the contribution is genuinely voluntary and a parent is under no obligation to pay;
2. That registered students at the academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.
3. That should sufficient voluntary contributions not be raised to cover the cost of the visit it will be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher in discussion with the visit leader. Suggested voluntary contributions will never exceed the total cost of the visit but in reality will most likely equate to the total cost of the visit.

10. Charges for Extended Activities

Charges are made for optional extra activities provided outside of the academy day. Charges are also made for extended activities provided in or around the academy by, or on behalf of, the Governing Body. These fall under the following three broad categories:

- Educational activities: Activities organised or commissioned by schools for the benefit of their own students such as study support and other enrichment activities e.g. museum visits, music performance opportunities etc.
- Non-educational activities: Extra-curricular activities organised by schools or recreational activities for academy students e.g. sporting visits, theatre visits etc.
- Community programmes: Activities organised for the benefit of the wider community often run with or by external groups e.g. sport, performing arts, adult education.

Charges are made for renting or leasing part of the academy premises or use of academy equipment.

A schedule of charges for individual activities currently provided on or around the academy site is available on request from the Business and Assessment Manager.

Agreed: 31st January 2019

Review date : 31st January 2021.