

MARLBOROUGH ROAD ACADEMY

CHARGING POLICY

BACKGROUND

Sections 449-462 of the Education Act 1996 set out the law governing the charging for school activities in schools maintained by local authorities in England. This legislation also applies to Academy activities in Academies maintained by local authorities in England.

Although Academies cannot charge for Academy-time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) to make Academy funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this will be explained to them at the planning stage.

GUIDELINES – Charging

Academies and local authorities **cannot** charge for:

- An admission application to the Academy
- Education provided 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

Academies and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances.

Optional extras provided by the Academy and for which a charge will be made are:

- education provided outside of Academy time that is not part of the National Curriculum
- transport that is not required to take the pupil to the Academy or to other premises where the Academy Trust/Local Authority or Governing Body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit

Any charge for optional extras will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during Academy hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate

Parental agreement will be sought prior to the provision of an optional extra where charges will be made.

GUIDELINES - Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the Academy invites parents to contribute to the cost of transporting pupils to and from the venue. All contributions are voluntary. The Academy will meet the cost of admission fees, workshops etc from the Academy's educational visits budget.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

Subsidies from various sources, eg Academy Fund, Academy PTA, voluntary organisations, will be considered to cover deficits. Surplus finance will be used via the Academy Fund for the benefit of the pupils.

If insufficient voluntary contributions are raised to fund the cost of transport, the visit will be cancelled.

Residential Visits

The Academy **will not** charge for:

- education provided on any visit that takes place during Academy hours;
- education provided on any visit that takes place outside Academy hours if it is part of the National Curriculum,
- supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential visit.

Voluntary contributions will be sought for the above activities.

The Academy **will** charge for:

- board and lodging, not exceeding the actual cost.

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

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Income related Employment and Support Allowance
- support from NASS (National Asylum Support Service) 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 HMRC) does not exceed £16,190 for the year 20015-16
- Working Tax Credit run-on
- Universal Credit.

Voluntary contributions will be sought for the above activities.

Music Tuition

All children study music as part of the normal Academy curriculum. We do not charge for this.

Charges will be made for teaching either an individual pupil or groups of pupils to play a musical instrument or to sing. Parents will be given information about additional music tuition at the start of each academic year.

Swimming Lessons

The Academy organises swimming lessons for all children in Key Stage 2. These take place in Academy time and are part of the National Curriculum. No charge will be made for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

Paying for information

If a member of the public, including parents, request a hard copy of any information held by the school, this may incur a cost. If the request means that the Academy has to do a lot of photocopying or printing, we will let you know the amount before fulfilling your request. An additional charge for postage will also be made. Most information is available for free on our website: www.marlboroughroadacademy.co.uk

CONCLUSION

At Marlborough Road Academy, we are committed to providing an inclusive Academy where all children have the opportunity to maximise their potential.

The Academy will seek to provide the maximum opportunity for all pupils to benefit from a variety of extra-curricular activities, and will seek to meet the costs of doing so through a fair and reasonable partnership with parents while ensuring that no pupil is put at a disadvantage.

DOCUMENT STATUS

Version	Date	Action	Approved by Governing Body	
			Signature	Date
1	September 2012	First Issued		
2	April 2015	Amended (JL)		
3	July 2015	Reviewed (CM)		