

# Greig City Academy



## Charging and Remission of Charges Policy

“Show by a good life that your works are done by gentleness  
born of wisdom.”

James 3:13

This policy was approved by the Principal in June 2024.

The policy will be reviewed in June 2025 or prior to that if there are any legislative changes or school requirements that affect its provisions.

This policy is published on the Academy’s website [www.greigcityacademy.co.uk](http://www.greigcityacademy.co.uk) and is available on request to the Exec. PA and HR Manager Viv Oxley, in the following formats: e-mail, enlarged print version, others by arrangement.

## Greig City Academy

### Charging and Remission of Charges Policy

#### 1. Introduction

- 1.1 Greig City Academy aims to ensure all students benefit from a wide range of educational experiences beyond the classroom. The Academy policy on charging for such experiences aims to ensure that no child is excluded from an activity because of the inability to pay on the part of parents (throughout this policy, the term “parents” means all those having parental responsibility for a child.).
- 1.2 Those activities for which a charge may be made are governed by Sections 449-462 of the Education Act 1996.
- 1.3 This covers educational visits such as field trips, visits to a museum or residential trips. It also covers optional music instrumental tuition and other optional extras.
- 1.4 The Governing Body delegates to the Principal decisions within the remit of this policy.

#### 2. Policy

- 2.1 All education provided at the Academy during school hours or for a prescribed public examination shall be free except in the following circumstances:

##### Lessons in school hours

- 2.2 Individual music tuition which does not form part of the syllabus of a prescribed Public Examination course or which is not part of National Curriculum provision.

##### Residential trips

- 2.3 Where these fall wholly or mainly in school hours, for example residential field trips which are components of many A Level courses such as Geography and Biology, the Academy will meet the entire cost of tuition and travel but will charge for board and lodging. Families in receipt of certain support payments are exempt from these charges. The relevant payments are:

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided they aren't also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit – for those applying on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they get)

NB. These are the same criteria as the eligibility criteria for free school meals.

- 2.4 Where these fall wholly or mainly outside school hours, for example recreational activities such as skiing, parents will have to bear the full cost if funding cannot be identified from any other source.

### **Examinations**

- 2.5 Where a student fails to complete the examination requirements of any public examination without good reason and for which the Academy has paid a fee, that fee may be recovered from the parent.

### **Out-of-hours activities**

- 2.6 The Governing Body reserves the right to charge for all education taking place outside school hours except where:
- it is an essential part of a prescribed public examination;
  - it fulfils the statutory duties relating to the National Curriculum;
  - it fulfils statutory duties relating to religious education;
  - it is funded by grant, awards or trust funds secured by the Academy.
- 2.7 Any charges made will cover optional extras such as:
- students' travel costs;
  - materials, books, instruments and other equipment;
  - staff costs where staff are specifically engaged for the purpose of providing the chargeable activity;
  - extra-curricular clubs organised in partnership with outside agencies.
- 2.8 Charges will not exceed costs.
- 2.9 If parents are unable to make payment, the school will seek to ensure that no child is disadvantaged. Parents in this position should contact their child's form tutor who will provide discreet help.
- 2.10 The Governing Body reserves the right to decide not to put on an activity which generates insufficient funds to cover costs.

### **Materials for projects and lessons**

- 2.11 The Governing Body reserves the right to charge for materials required for lessons such as Food Technology and Design Technology where parents have indicated that they or their children wish to own the finished product.

### **Damage to Academy property**

- 2.12 The Governing Body reserves the right to charge parents if the actions of their children cause damage to Academy property or if they lose textbooks or equipment.