



Kader Academy

Charging Policy

KADER ACADEMY
CHARGING POLICY

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1 Introduction

The purpose of this document is to provide a policy on charges which can be made for activities. The policy will ensure a consistent approach by the academy on charging and remission and shall be used when considering visits and journeys.

2 Aim

The aim of this policy is to define the following:

- Charges that will be levied for activities
- Remissions that will be implemented
- The circumstances under which voluntary contributions will be requested from parents.

3 Responsibility

The Governing Body of Kader Academy is responsible for determining the content of this policy and the Principal is responsible for its implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Governing Body.

4 Prohibition of Charges

The Academy Governing Body recognises that legislation prohibits charges for the following:

- 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, 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as 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 outside school 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 school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the academy premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority 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.

5 Charges

The Governing Body of the academy will charge for the following:

- Board and lodging on residential visits
- The proportionate costs for an individual child undertaking activities wholly or mainly outside school hours to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- individual tuition in the playing of a musical instrument
- re-sits or 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
- extra-curricular activities and school clubs

6 Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income Based Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit **with no Working Tax Credit** and a household income of less than £ 16,190 (for year 2015/16)
- **Universal Credit.**

7 Voluntary Contributions

The Governing Body will request voluntary contributions from parents for any activity or provision organised for the benefit of children at the academy.

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

- Educational visits
- Extraordinary curricular activities

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:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- That registered pupils at the academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Responsibility for determining the level of voluntary contribution is delegated to the Principal.

Voluntary contributions will be used to offset the costs of:

- Transport
- Meals
- Entrance fees
- Insurance and additional supervision