

## Charging and Remissions Policy

<b>Written by</b>	<b>Executive Principal</b>
<b>Approved by</b>	<b>The Finance and Buildings Committee</b>
<b>Review – 3 years</b>	<b>Autumn 2020</b>
<b>Next Review</b>	<b>Autumn 2023 unless legislation changes</b>

As required by The School Information (England) (Amendment) Regulations 2012 we are required to publish our Charging and Remissions policy as determined by us under sections 449 - 462 of the Education Act 1996.

### Charges and Remissions Policy

The MFG Academies Trust is committed to the principle of free education for all students in the school, whilst at the same time aiming to provide the highest possible educational standards. The school day is defined as:

- The Mirfield Free Grammar – 8.45am to 3.05pm Monday to Friday during term-time.
- Colne Valley High School – 8.40am – 3.10pm Monday to Friday during term-time.
- Marsden Junior School – 8.50am – 3.10pm Monday to Friday during term-time.

### Education During the School Day

- All education that takes place during the school day will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. One exception to this is that a charge may be made for teaching an individual student or groups of up to four students to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the student.
- Although no charge is made for education during the school day, parents may be invited to make a voluntary contribution, in cash or in kind, to defray the cost of the educational activity. No student is excluded from an educational activity because the parents are not able or willing to make a contribution. If an educational activity is unable to go ahead without voluntary parental contributions, this will be made clear at the planning stage. From time to time, the school may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Principal to agree to their child being absent from that activity

### Education Partly During the School Day

- If non-residential education happens partly during the school day and partly outside of it, there will no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal day, charges will be made. When such activities are arranged, parents will be told how the charges are calculated.

### **Optional Activities Outside the School Day**

- A charge will be made for optional, extra activities provided outside of the school day, if such activities are not part of the National Curriculum or do not form part of the school's basic curriculum for religious education, or they are not part of an examination syllabus.

### **Residential Visits**

- When a residential visit takes place largely during school time, which meets either the requirements of the syllabus for a public examination, or forms part of the delivery of the National Curriculum, or religious education, no charge will be made either for the education or the cost of travel. However, charges will be made for board and lodging, except for students whose parents are in receipt of: Income Support, Income Based Jobseekers Allowance, Support under Part IV of the Immigration and Asylum Act 1999, or Child Tax Credit, provided that Working Tax Credit is not received and the family's income (assessed by Her Majesty's Revenue & Customs) does not exceed £16,385.
- Other charges will be made to cover costs when the residential visit takes place largely outside of the school day, i.e. when the number of school sessions missed by the student totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges are calculated.

### **Public Examinations**

- The Academy provides for free entry for prescribed public examinations. Where the preparation would enable the student to take two or more examinations, the Academy will pay for only one entry.
- No charge is made for re-sitting examinations where the Academy has prepared students for the examination except where the student has not fulfilled the requirements of the Student Learning Agreement.
- The Academy will make a charge for examination fees required for entry to a prescribed public examination for which the student has not been prepared by the school. This will apply where the student is re-sitting an examination for which he/she has received no additional preparation from the Academy.
- The Academy will make a charge where a student with his/her parents' agreement, is entered for a public examination which is not on the prescribed list.
- The Academy will recover examination fees from parents where a student fails without good reason to complete the examination requirements.
- The Academy will waive the recovery of examination fees in certain circumstances. Examples of reasons accepted by the Academy are as follows:
  - A. Illness of the student confirmed by a medical certificate or where there is a valid reason known to the Academy.
  - B. Exclusion of the student from the Academy where the student was not asked to return for appropriate examination.
  - C. Consideration of individual cases on their own merit.

### **Academy Minibus**

- Only the Academy's students, staff or parents may travel at a charge in the Academy minibus. Charges made for travel will cover only actual costs incurred, including depreciation. The service will not make a profit for the Academy.

### **Calculating Charges**

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating, there will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who qualify for support are those who are in receipt of Income support, Support under Part IV of the Immigration and Asylum Act 1999, or Child Tax Credit, provided that Working Tax Credit is not received and the family's income (assessed by Her Majesty's Revenue & Customs) does not exceed £16,385.
- The principles of best value will be applied when planning activities that incur costs to the Academy and/or charges to parents.

### **Arrangements for Monitoring and Evaluation**

- The Finance and Buildings Committee of the MAT will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that result in charges being levied, the subsidies awarded (without giving names), and the source of those subsidies.