



Academy
Oldbury

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Charging and Remission Policy

STATUS : **Approved**

REVIEW DATE: **Summer 2025**

“The Academy believes that inclusive practice is central to developing quality teaching and learning. As such we endeavour to provide a supportive framework that responds to pupils’ needs and overcomes potential barriers for individuals and groups of pupils and to ensure that pupils of all abilities and needs are fully included in the life of the school. The ethos of this statement underpins all Oldbury Academy’s policies.”

This policy should be read in conjunction with other school policies as/where necessary.

All legislation regarding Charging and Remissions applies to Academies via their funding agreement.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the Chartwell Catering Service.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the academy's set examinations list, where children have been prepared for the examinations by the academy. However, if the pupil fails without good reason to meet an examination requirement, the academy may recover the fee incurred from that pupil's parents.

There is no charge for examinations that are not on the set list, but have been arranged by the academy.

*There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy (see **Optional extras under section 5**)*

4. Activities that take place during academy hours (this does not include the break in the middle of the academy day)

There is no charge for activities during academy hours.

There is no charge for transport during academy hours to academy-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)

5. Activities that take place outside of academy hours (non-residential)

There is no charge for activities that take place outside of academy hours when they are:

- part of the set curriculum, *including sports matches against other schools/academies*
- part of the syllabus for a public examination that the pupil is being prepared for by the academy
- part of the academy's basic curriculum for religious education.

Optional extras

The academy will charge for optional extras. Optional extras are:

- education provided outside of academy time that is **not:**
 - a) part of the National Curriculum

- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy
- c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- transport that is not taking the pupil to academy or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including teachers engaged specifically to provide the optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during academy hours either on or off site

Where the majority of a non-residential activity takes place during academy hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of academy hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our 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, 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 visit
- travel costs where the residential activity is classed as being within academy hours
- residential activities that take place during academy hours.

Our academy will charge for:

Board and lodging

When any visit has been organised by the academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during academy hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of academy hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The academy may charge for residential activities that fall **outside** of academy hours (see section 5).

8. Music tuition within academy hours

Oldbury Academy follows government legislation that states that all education provided during academy hours must be free; however, music lessons may be an exception to this rule.

9. Extended services

Oldbury Academy is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our academy to provide:

- high-quality learning opportunities either side of the academy day
- ways of intervening early when children are at risk of poor outcomes, *e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where academy property has been wilfully damaged by a student *or parent* the academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and will be dependent on the situation.

11. Remissions and concessions

The academy will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Universal Credit (with a household net income of less than £7,400 a year)
- Job Seekers Allowance (income based only)
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit ONLY (not including Working Tax Credit) with an annual income of less than £16,190 – You will not qualify if you receive any Working Tax Credit in the household

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the local governing body and Headteacher.

Concessions in relation to the hire of school facilities are shown in the lettings policy (available on the website).

Any request for concessions to be made in writing, giving the full reason for request. These will be considered on merit.

12. Voluntary contributions

The Head Teacher, after consulting the local Governing Body (or Chair if it is a matter of urgency) may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the academy. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the academy will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Oldbury Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.