

Charging and Remission Policy
June 2021



1. Introduction

- 1.1 The purpose of the policy is to ensure that there is clarity over those items which The JCB Academy will provide free of charge and those items where there may be a charge.

2. Activities during the academy day

- 2.1 During the academy day, all activities that are a necessary part of the curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take learners between the academy and the activity.
- 2.2 There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:
- The examination is on the set list, but the learner was not prepared for it at the academy.
 - The examination is not on the set list, but the academy arranges for the learner to take it.
 - A learner fails without good reason to complete the requirements of any public examination where the academy's Board of Trustees originally paid or agreed to pay the entry fee.
- 2.3 Voluntary contributions may be sought for activities during the academy day which entail additional costs, e.g. field trips. In these circumstances no learner will be prevented from participating because his/her parents/carers¹ cannot make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.
- 2.4 From time to time a non-academy based organisation, such as a visiting drama group or storyteller, may be invited to arrange an activity during the academy day. Such organisations may wish to charge parents who may, if they wish, ask the Principal to agree to their son/daughter being absent for that period.

¹ Within this document, the term parent refers to those with parental responsibility for a learner



3. Optional activities outside of the academy day

- 3.1 The academy may charge for optional, extension activities provided outside of the academy day, e.g. a club or theatre visit. Such activities are not part of the national curriculum or religious education, nor are they part of an examination syllabus. Where the academy wishes to charge, parents will be advised in advance. Where specific funding has been received to support particular activities, the academy will subsidise the charge to the extent permitted by the funding.

4. Residential activities

- 4.1 For residential activities including study visits abroad where at least half of the time away from home is not normal academy time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. As an optional trip, the cost of board and lodgings can be passed onto parents. The cost of staff accommodation, insurance and transport must be obtained by voluntary contributions.

5. Transport costs and other charges

- 5.1 For those learners who request and are then allocated a seat on the academy bus, a charge will be levied for their journey to and from the academy. The aim is to provide an efficient, effective and equitable mechanism for learners to attend the academy.
- 5.2 The academy can also charge for any materials, books or equipment where the learner's parent wishes him/her to own it or for optional extras.
- 5.3 All learners use a laptop in their general day to day studies and are required to purchase an academy laptop from the academy's chosen supplier. The academy's role is to facilitate the purchase by the parent from the chosen supplier and it may only recharge the administration costs of the arrangement.
- 5.4 Where academy or third party property has been wilfully or negligently damaged by a learner or parent, the academy may charge some or all of the cost or repair or replacement.



6. Calculating charges

- 6.1 When charges are made for any activity, whether during or outside of the academy day, they will be based on the actual costs incurred, divided by the total number of learners participating. There will be no levy on those who can pay to support those who are unable or unwilling to pay. Support for cases of hardship will come through either the academy budget or fundraising.
- 6.2 Parents who would qualify for support are those who are in receipt of eligible benefits.
- 6.3 The principles of best value will be applied when planning activities that incur costs to the academy and/or charges to parents.

7. Remission

- 7.1 In cases of hardship, the Board of Trustees will consider in its absolute discretion the remission of fees (either in full or in part) for those learners who it considers will benefit from such activities.

8. Eligible benefits

- 8.1 Total household income including benefits should be less than £27,500. This can comprise:
- Universal Credit.
 - Evidence of Free School Meals eligibility.
 - Income-based Jobseeker's Allowance.
 - Income-related Employment and Support Allowance.
 - Support under part VI of the Immigration and Asylum Act 1999.
 - The Guarantee element of State Pension Credit.
 - Child Tax Credit excluding disability related element.
 - Working Tax excluding disability related element.
 - Universal Credit excluding housing element and disability related element.



Related policies/procedures:

16-19 Bursary Fund Policy

Date of approval by Governing Body:	9 March 2010
Reviewed and reapproved:	19 September 2011
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