



# Whitburn Church of England Academy

## Charging and Student Financial Support Policy

### Preface

The Academy Vision and Values can be found here

<https://www.whitburncofeacademy.org/about-us/academy-ethos.html>

This policy and its associated procedures are based on these key principles and values.

### Policy

#### 1. Aim

1.1 Whitburn Church of England Academy believes that all students should have an equal opportunity to benefit from school activities and visits, independent of their parent/carers' financial means. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

#### 2. Responsibilities

2.1 The Governing Body of Whitburn Church of England Academy are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Governing Body.

2.2 Education at Whitburn Church of England Academy is free, as long as it is part of the National Curriculum. The Governing Body recognises that as a result of the 1996 Education Act there is no statutory requirement to charge for any form of education or related activity during normal school hours and that charging is prohibited except in certain circumstances at the discretion of the Governing Body. The Governing Body also recognises that the curriculum as it exists at present cannot continue with our asking for voluntary contributions from parents in certain circumstances.

#### 3. Definitions by the Act

3.1 Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours.

3.2 Residential activity is defined as being one which involves students spending one or more nights away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50 % or more of the number of half days (12 hours) involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight of any day).

3.3 A residential activity is deemed to take place outside of school hours if the number of school sessions taken up by the activity is less than 50% of the number of half days (12 hours) involved.

#### **4. Educational Activities taking place during school hours**

4.1. 'School hours' are defined as being those hours during which the school is in session but exclude the lunch break. The current school session at Whitburn Church of England Academy is from 8.55am until 3.30pm.

4.2 Students are expected to provide their own pens, pencils and rulers. No charges will be made for any activity or materials, books, instruments or other equipment which are essential to fulfil the statutory curriculum.

4.3 Parents will be expected to provide items of clothing such as football boots. The Academy will continue to provide essential protective equipment such as safety goggles.

4.4 Charges will be made for any item made by students in the Academy, arising from their practical work, and then taken home.

4.5 There is no mandatory charge for any trip or activity, which forms part of the National Curriculum entitlement, or for trips or visits which are arranged as an adjunct to vocational or work-related learning.

4.6 Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable but whose remit falls outside of the national curriculum, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity. The contributions requested will reflect the cost of that activity, less any subsidy from funds available to the Academy.

## **5. Educational Activities taking place during school hours**

- 5.1 Charges for activities may be made except where the activities are required either:
- (a) as part of the syllabus of a prescribed public examination
  - (b) to fulfil statutory duties relating to the national curriculum or religious education, in which case no charge may be made with the exception of board and lodgings charges for a residential visit.
- 5.2 Charges will be made for board and lodging on residential trips taking place during school holidays although the Governing Body may offer financial support for students eligible for Pupil Premium:

The Academy should advise all parents of the right to claim financial support when their child is eligible for Pupil Premium.

Where charges are made the cost may not exceed the actual cost to the student and cannot subsidise any other students participating. The exception to this is the Vocational Residential week where the associated board and lodging costs will be fully funded by the Academy.

## **6. Entry for Public Examinations**

- 6.1 No charge will be made for a student's first entry to any prescribed public examination for which the student has been prepared at the Academy, whether during or outside school hours. Resit examinations will not be charged for unless there is a parental request for a student to re-sit on examinations which contradicts the advice given by the Academy
- 6.2 Parents and students will not be required to provide or pay for any materials (excluding clothing) necessary for the purposes of examination entry.
- 6.3 No charge will be made for transport provided to enable a student to take such an examination.
- 6.4 Students will be entered for each examination in a syllabus for a prescribed public examination for which the student has been prepared for entry by the Academy except when, in the opinion of the Principal, there are educational reasons for not doing so.
- 6.5 Parents will be informed in writing as soon as it has been decided for which examinations students should be entered.

- 6.6 Where the preparation provided by the Academy would enable a student to take two or more prescribed public examinations in the same syllabus the requirement to enter a student applies to a single examination entry only. However, no charge will be made to the parents for a ‘double’ entry of a student if the Academy has prepared the student for the examination.
- 6.7 Where it is agreed to enter a student for a prescribed examination for which the student has not been prepared by the Academy, the full cost of the entry may be charged to the student or parents.
- 6.8 Public examination results will be re-scrutinised with the permission of the student, when the marks gained are very close to a grade boundary. These costs will be met by the Academy. Any costs arising from requests for re-scrutiny other than this reason should be met in full by the parents.
- 6.9 If students fail “without good reason”, to attend public examinations for which the governing body or the local authority has paid examination entry fees, the actual cost of fees should be recovered from the parents concerned.

## **7. Music Provision**

- 7.1 Charges will not be made for class music tuition during school hours.
- 7.2 Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the syllabus for a prescribed public examination or required by the national curriculum.
- 7.3 No charge will be made for group activities e.g. school orchestras, which take place during school hours.
- 7.4 A charge will be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a student is given the tuition. (See 7.5).
- 7.5 Tuition is free in the case of Looked after Pupils/‘Children in Care’ or to support those families who may need additional financial assistance to access such tuition.
- 7.6 Where students are in receipt of the Pupil Premium, funding at the rate of 70% of tuition fees, and further subsidy is provided for the purchase of musical instruments.
- 7.7 Academy insurance will cover loaned instruments in the Academy and on the journey to and from the Academy.

7.8 Parents'/Carers' own insurance must cover the cost of replace/repair, should damage occur outside these times. Insurance should be taken out for students' own instruments. Parents'/Carers' will be expected to sign an Academy Loan Form covering liability in the event of loss or damage. South Tyneside Music Services are responsible for their own arrangements when loaning instruments to our students.

7.9 **Music examinations**

Students sitting external music examinations are charged (at cost to the Academy only). Where an accompanist is required from academy staff, an additional £10 will be charged.

The examination costs will be subsidised for those students eligible for Pupil Premium or student bursary, and will remain free for children in the care of the local authority.

**8. Voluntary Contributions**

8.1 Any such contributions must be genuinely voluntary. It will be made clear to parents at the outset if contributions are requested that;

- (a) there is no obligation to contribute
- (b) students will be treated the same whether or not their parents have contributed. i.e. If a parent/carer is unwilling or unable to pay, the child will be given an equal chance to go on the visit.
- (c) there is support for low income families, in which the child is eligible for Pupil Premium, Services Premium and in the case of Looked after Pupils/'Children in Care'. No child will be excluded from an activity because parents/carers are unable to pay.

8.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating

- (a) the nature of the proposed activity and its education value;
- (b) the contribution per student which would be required if the activity were to take place; and
- (c) the activity would not take place if insufficient contribution were forthcoming.

## **9. Remissions**

9.1. Where students are eligible for Pupil Premium a subsidy of up to 50% is made towards school trips. Other activities will also be subsidised for such students at the discretion of the Academy (for example Duke of Edinburgh Award excursions). All students who have been in receipt of Free School Meals over the last 6 years will be eligible for Pupil Premium. Students are eligible for Free School Meals when their parents are in receipt of any of the relevant support payments below:

- 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 (per thresholds detailed at [www.gov.uk](http://www.gov.uk))
- Working Tax Credit (per thresholds detailed at [www.gov.uk](http://www.gov.uk))
- Universal Credit (per thresholds detailed at [www.gov.uk](http://www.gov.uk))

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

A child may also get free school meals if the parent/guardian receives any of these benefits and the child is both:

- younger than the compulsory age for starting school
- in full-time education

If a child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2025.

9.2 Similar support is available where the child is eligible for Services Premium and in the case of Looked after Pupils/'Children in Care'.

### **Making an Application**

Applications are made using the Financial Support application form (attached). This can be completed by the parent/carer. Evidence should be provided to support the eligibility criteria. All information provided on this form will be kept in the strictest confidence.

## Notification

If support is agreed, the parent/carer and the Business Office must be notified.

### 10. Breakages and Fines

- 10.1 Parents will be asked to pay for the cost of any damage resulting from a student's misbehaviour.
- 10.2 If there is clear evidence that students have damaged Academy property (e.g. broken a window) or defaced, damaged or lost educational equipment (e.g. a textbook) belonging to the Academy, parents/carers will be expected to meet the actual costs of replacement, repair or cleaning.

<b>Charging and Student Financial Support Policy</b>		
<b>Linked to</b>	Prospectus & Educational Visits	
<b>Review Cycle: 3 Years</b>		
<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
21 <sup>st</sup> November 2006	1.0	Agreed by the Governing Body
<b>Revision Date</b>		
27 <sup>th</sup> January 2010	2.0	Governors considered the Policy & recommended it to Estates & Finance on 25 <sup>th</sup> May 2010
25 <sup>th</sup> May 2010	3.0	Approved by the Governing Body
1 <sup>st</sup> February 2011	4.0	Approved by the Governing Body
24 <sup>th</sup> May 2011	5.0	Approved by the Governing Body
4 <sup>th</sup> March 2014	6.0	Approved by the Governing Body
30 <sup>th</sup> June 2015	7.0	Approved by the Governing Body
23 <sup>rd</sup> January 2018	8.0	Approved by the Governing Body
10 <sup>th</sup> March 2021	9.0	Approved by the Governing Body
8 <sup>th</sup> March 2022	10.0	Approved by the Governing Body
4 <sup>th</sup> March 2025	11.0	Approved by the Governing Body



# Whitburn Church of England Academy

## Financial Support Application

<b>Parent/Carer Name:</b>
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<b>Student Name:</b>	<b>Form:</b>
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<b>Address:</b>
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Details of the educational resource you are applying for and the cost	
Item	Cost

<b>Explanation of financial hardship</b> <i>(Please attach any evidence you feel would support your application)</i>
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<b>Is your child eligible for Pupil Premium or Services Premium *Yes/No</b> *Delete as applicable
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Signature.....
Date.....

Application meets criteria: SMT member to sign	
Funds available to meet request: Chief Finance Officer to sign	
Funding Code: Pupil Premium/PTA/LAC/Services etc.	