



BEECHVIEW ACADEMY

CHARGING AND REMISSIONS POLICY

September 2023 - 2024

Statutory	Yes - Website
Review Date	Annual
Reviewed By	Headteacher/MAT Board

The 1996 Education Act requires that every governing Body must have a stated policy on charging. The Governors of Beechview Academy have agreed the following:

1. No charge will be made for admitting pupils to the academy.
2. That to cover the cost of school-time activities, parents are invited to make voluntary contributions to enable academy budgets to stretch further. Pupils should not be excluded from involvement in these activities because their parents cannot, or will not, contribute. However, if there is a shortfall of contributions to cover the cost of an activity, the staff member involved may cancel the activity.
3. Parents may qualify to receive help with the cost of an extra-curricular school trip if they can provide evidence that their household income is formed of either Income support, Income-based Job Seeker Allowance, Support under Part IV of the Immigration and Asylum Act 1999; or Child Tax Credit, (providing that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue, that does not exceed £18,725 – 2023-24 figure (£19,995 proposed 2024-2025 figure). Any applications must be made in writing to the Business Manager.
4. Parents may be charged for activities that occur outside academy hours when these activities are not a necessary part of the National Curriculum.
5. Where an activity or trip takes place and the actual income received from parents exceeds the expenditure required, the excess will be calculated per 'contributing pupil' and administered as follows:
 - a. Where the excess is less than £10 per pupil it will be accepted as a donation to the Academy General Charity Fund, unless a parent has indicated differently to the Academy.
 - b. Where the excess is greater than £10 per pupil, parents will be informed and invited to consider a donation to the Academy General Charity Fund or seek a refund of the excess, less postal charges.
6. Parents will be required to meet the costs of breakages and damages where this is a result of their child's behaviour.
7. A charge may be made, if the parents have agreed in advance, to cover the cost of materials if they wish to own their child's finished work.
8. Freedom of Information requests

The school is entitled to refuse to deal with a Freedom of Information request where it estimates that doing so would exceed the appropriate limit, (which is currently £450), to either comply with the request in its entirety or to confirm or deny whether the requested information is held. In this case a decision will be taken by the Head Teacher, Governor's Resources including Finance Working Group or Governing Body to either decline or charge for the request in line with Sections 9 and 13 of the

Freedom of Information Act which gives us the right to do so. Where it would exceed the appropriate limit to comply with a Freedom of Information request, the school may charge requesters the communication costs incurred in complying with such requests. Communication costs include photocopying charges at the current copy rate of 10p per copy and staff time at £25 per hour. In this situation a fee notice will be issued to requesters setting out the fees payable before charges are incurred.

9. Free School Meals

A child may qualify for free school meals if their parent is entitled to one of the following:

- Universal Credit - with an annual net earned income of no more than £7,400
- Income Support (IS)
- Income-based Job Seeker's Allowance (IBJSA)
- An income-related employment and support allowance (ESA)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit

Where the school grants a pupil a free school meal the school authorises a daily spend amount of up to £3.00 to each pupil.