



**The Haberdashers' West Midlands Academies Trust**

**Haberdashers' Abraham Darby**

**Haberdashers' Adams**

**CHARGING AND REMISSIONS HWMAT POLICY**

**2023-2024**

Charging and Remissions Policy	
Named Responsibility of Policy	Mrs J Tomkinson – Trust Chief Financial Officer
Date of Policy	Sept 2023
Date of next Review	Sept 2024
Governor Accountability	Finance and Buildings Committee

**COMMITTMENT TO REVIEW**

This Policy will be monitored and reviewed annually by the relevant Policy Owner named above and any changes will be approved by the Finance and Buildings Committee.

## **1. Charges to pupils / parents**

Charges may be levied by the Governing Bodies which are payable by parents/carers or pupils. When considering the charging policy for Haberdashers' Abraham Darby (HAD) and Haberdashers Adams (HA) the Governors feel it is important to consider the educational and social needs of the pupils as well as being mindful to ensure all activities do not represent a draw on the schools' budgets unless an amount has been agreed in advance. Where charging is to be levied, this agreement will be given either by the Governing Body, through the Chair of the Finance Sub Committee, or the Principal/Headmaster.

Charges for both schools (HAD and HA) will include the following:

### **a) Charging for Educational Activities**

The Governors, in their policy, follow the guidelines provided by the Department for Education. No compulsory charge is made for books, materials or equipment and school activities if they take place (a) within school hours (excluding the mid-day break) or (b) outside school hours, but as part of a syllabus for a prescribed public examination.

However, the guidance allows a school to ask for voluntary contributions for any of the schools' activities. There is no obligation on parents/carers to contribute and pupils whose parents/carers do not contribute will not be treated differently. Regarding visits, we follow the general principle that if there is insufficient voluntary support, the visit will not take place.

Private School Funds may be made available, if agreed by the Principal/Headmaster, to 'top-up' voluntary contributions if the cost and funds allows. Otherwise, visits may only take place if 100% of the costs are covered by the voluntary contributions.

Education outside school hours, which does not fall into any of the no-charge categories, and board and lodgings on residential visits, can be charged for at full cost, for each pupil involved. Pupils in receipt of free school meals can apply for exemption on these costs. The schools are obliged to return anything above £25 per capita if a surplus is made; an amount below this threshold will be retained to enhance the education of pupils.

### **b) Music Tuition (Haberdashers' Abraham Darby)**

At present all pupils at the Academy who choose to learn a musical instrument receive tuition free of charge. This arrangement will be reviewed annually. Such lessons can be provided by either specialist external tutors (Peripatetics) and /or by the existing Academy staff.

### **c) Individual Tuition (Haberdashers' Adams)**

A charge will be made for individual tuition (e.g., a musical instrument); the school undertakes, in this instance, to ensure that where a surplus is made, this will be used for the enhancement of education and provision of group tuition. Any charges made do not result in a net profit/surplus to the school but merely reflect the cost of providing the service. Such lessons can be provided by either specialist external tutors (Peripatetics) and /or by the existing school staff. There may be a cost to the teacher for using the school's buildings for such use. See overleaf.

### **d) Examinations**

Governors are obliged to enter free of charge, a pupil for all prescribed examination that they have been prepared for, except where the Governors feel that there are educational reasons for not doing so, or if parents request in writing that the pupil should not be entered. Where a pupil fails to meet the requirements of a public examination without good reason, and as defined by whichever body paid the fee, the Governors reserve the right to recover the fees in full from the parents.

Any re-sit requests for examinations, by pupils, will be payable in advance by the pupil / parents/carers along with any examination that has not been studied as part of a school course when the pupils should enter as a private candidate.

d) Damage to property

The schools will make a charge to cover any costs incurred through pupil's damage to school property arising from their behaviour.

**2. Charges to staff (employed or casual)**

Any members of the teaching or support staff (including the peripatetic staff) are only permitted to offer their services privately, in return for payment, on school grounds with written permission from the Principal/Headmaster (who is acting on behalf of the Governing Body). Permission must always be sought from the Principal/Headteacher in writing before undertaking such teaching.

The schools reserve the right to raise administration and premises charges when such services are provided outside the school day but on school premises. Such charges will be agreed at the commencement of the academic year and thereafter subject to annual review.

**3. Charging for Printed Documents:**

The schools may at its discretion charge a fee of:

- £10 in respect of Freedom of Information and Data Protection requests,
- £5 in respect of copies of OFSTED, CSCI or similar reports,
- £5 in respect of confirmation of examination results

**4. Governors Expenses Reimbursement**

Governors are entitled to claim all out of pocket expenses, receipts and details of mileage should be submitted to the Chief Finance officer within 2 months of the event. Mileage is paid at 40 pence per mile.

**Remissions Policy**

The Remissions Policy is that charges may be remitted at the discretion of the Principal/Headmaster wholly or partly to subsidise any charges (for HA – made to provide complete remission of board and lodging charges) for pupils who are entitled to free school meals or whose parents are on low incomes or in receipt of an approved benefit or where the Principal/Headmaster agrees in exceptional circumstances. All requests should be made in writing to the Principal/Headteacher or Chief Finance officer.