



# The Sutton Academy

## Charging & Remissions Policy

Status	<b>Non-Statutory</b>
Date last approved by LGB	<b>25/11/2025</b>
Responsible Person	<b>Mrs J Tallant</b>
To Review Date	<b>November 2026</b>
Last Amended Date	<b>November 2025</b>

## Introduction

The purpose of this document is to set out our policy on charging and remission for academy activities and academy visits. This takes account of Section 457 of the Education Act 1996 which sets out the law on charging for academy activities. Furthermore, this policy informs parents/carers on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of academy visits.

## Education

As an academy we will not charge for the following, although we may seek voluntary contributions as detailed below in the section "Voluntary Contributions"

- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside academy hours if it is part of the National Curriculum that the student is being prepared for at the academy or part of religious education;
- Tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum and Academy curriculum, or part of a syllabus for a prescribed public examination that the students is being prepared for at academy, or part of religious education;
- Entry for a prescribed public examination, if the student has been prepared for it at The Sutton Academy;
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy rather than opting to re-sit.
- Transport for students to other premises where we have arranged for students to be educated;
- Transport provided in connection with an educational visit.

As an academy we will charge for:

- Any materials, books, instruments, or equipment, where a child's parent/carer wishes them to own them;
- Optional extras (see below);
- Music and vocal tuition, in limited circumstances (see below).

## Optional Extras

The academy reserves the right to make a charge for optional extras in the following circumstances for activities organised by the academy:

- *Academy trips and residentials in academy time:* the board and lodging element of the residential experience and outdoor pursuit courses;
- *Activities outside academy hours:* the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- *Insurance:* Any insurance costs will be included in charges made for trips or activities;
- *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;

*Agree to charge for lost or damaged textbooks, exercise books and breakages of any academy equipment at cost if damaged or broken as a direct result of misconduct on the student's part.*

*Agree to charge at cost, any materials purchased by the academy and offered to students for sale, e.g. stationery, calculators, art folders that may enrich students' learning, but is not a statutory requirement of the academy to provide.*

Agree to Departments selling goods not linked to the National Curriculum for a small profit to raise money for departmental resources.

- *Acts of vandalism and negligence:* the academy reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the academy may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the academy.

A charge may 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. The charge can include:

- (a) the cost of the teacher
- (b) the costs of sheet music, and
- (c) the hire and insurance of a musical instrument.

Parents are asked to make a term's commitment in advance to tuition. Parents will be charged termly at the beginning of their music tuition.

Parents will be required to terminate music tuition at least one term in advance and in writing to the Head of Music. Should a student decide not to attend tuition at any time during a term period, no reimbursement of fees will be given.

Tuition will be cancelled if payment is not received in advance. However, parents will still be liable for settling any outstanding amounts. The academy reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teachers and parents.

## **Voluntary Contributions**

Nothing in this policy statement precludes the academy from inviting parents to make voluntary contributions. The academy should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

## **Lettings and Use of the Sports Facilities**

Charges for the use of the Sports Hall facilities and the MUGA are the responsibility of the Leisure Centre and bookable via the Leisure Centre.

Charges for the football pitches and external changing rooms are the responsibility of the Leisure Centre and are bookable via the Leisure Centre.

Academy Buildings. The cost of hiring the Arts Centre or a room at the Academy is £30.00 per hour with enhancements of cost x 1.5 for evening and Saturday use and cost x 2 for Sunday's dependent upon requirements.

## **Remissions and Concessions**

The academy will consider the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- 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.
- Income related employment and support allowance
- Universal credit

Students of families who receive these payments are also entitled to free academy meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially. The Principal and Chair of Governors will authorise the remission of charges.