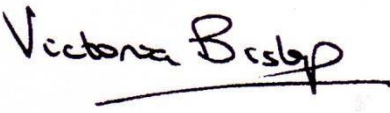


<b>Title</b>	<b>Charging &amp; Remissions Policy</b>
<b>Reviewed</b>	<b>September 2018</b>
<b>Next Review</b>	<b>September 2020</b>
<b>Associated Policies</b>	<b>None</b>
<b>Originator</b>	<b>C. Hinds</b>
<b>Approved</b>	

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## 1. Introduction

The Trust recognises the valuable contribution that the wide range of additional activities it offers in its academies, including after-school/breakfast clubs, enrichment, out of academy trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. It aims to provide accessibility and equality of opportunity for all students regarding these activities.

This policy aims to stipulate those items and activities for which the Trust may or may not make charges along with provisions in place for remissions to parents in accordance with the Sections 449 to 462 of the Education Act 1996 and the Trust academies' funding agreements.

(Throughout this policy, the term "parent/carer" means all those having legal parental responsibility for a child.)

This policy takes account of the Department for Education guidance 'Charging for School Activities' published in May 2018.

### 1.1 Overriding Principles

Subject to limited exceptions referred to in this policy, trust academies cannot charge for education provided during school hours (including the supply of materials. Books, instruments and other equipment).

All academies must ensure that they inform parents on low incomes and in receipt of state benefits of the support available to them when being asked for contributions towards the cost of school visits.

Trust academies will support low income families and those in receipt of state benefits with subsidies to ensure that pupils do not miss out on valuable educational and extra-curricular experiences. Each trust academy will hold a limited fund for this purpose.

## 2. Charging

2.1 All charges for income of any nature must be made through the academy office/finance department by the Officer responsible for raising invoices. Likewise all monies received for such income must be directed to the Business Manager/Office Manager who is responsible for the receipt of all income entering the academy. Official academy receipts will be issued for all monies received.

Where a charge is made in accordance with this policy and the parent/carer fails or refuses to pay that charge, (and the parent/carer has not been granted a remission in accordance with section 3) , the academy reserves the right to:

- a) exclude the pupil from that activity unless or until the charge is remitted in full and
- b) take other action as appropriate to recover the charge.

The Board of Directors reserves the right to make a charge in the following circumstances for activities organised by a trust academy:

- *Academy trips and residentials in Academy time (Appendix 1):* the board and lodging relating to the residential experience and outdoor pursuit courses;
- *Activities outside Academy hours (Appendix 1):* 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;
- *Materials and ingredients:* the cost of curriculum equipment or ingredients e.g. for art & design and food), where parents wish their child to own them.
- *Acts of vandalism and negligence:* the Board of Directors reserves the right to recover part, or the whole cost, of damage to Academy buildings, equipment or property which is the result of vandalism or negligence by a student;
- *Optional Extras:* charges may be made for costs relating to optional extras as defined in Appendix 2.
- *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be charged.

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/carer.

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

- *Community Facilities:* Charges will be made to cover all overheads for members or groups from the local community who hire / rent school facilities for the provision of any form of club or activity, not directly provided by the Academy.
- *Instrumental and Vocal Tuition;* Where a student opts to receive instrumental or vocal tuition through a trust academy, the academy will determine the level of parental contribution towards the cost of providing peripatetic music teacher provision.

The Board of Directors recognises that it **cannot** charge for the following educational activities:

- an admission application to any maintained school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment) with the exception of the provisions within 2.3 (iii) above;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition for pupils learning individuality or in groups when the tuition is provided at the request of the pupil's parent.
- entry for a prescribed public examination, if the pupil has been prepared for it at the academy; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

### 3. Remissions

Where the parent/carer of a student is in receipt of qualifying state benefit (Appendix 3), the Board of Directors/Academy Committee will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Board of Directors/Academy Committee may remit charges in full or in part to other parents after considering other specific hardship cases. The Board of Directors/Academy Committee invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Executive Principal will authorise remission.

### 4. Insurance

The academy provides comprehensive insurance for all school organised trips and visits. The academy will charge for a proportion of insurance costs within the overall charge for all trips or activities.

## **5. Voluntary contributions**

Nothing in this policy statement precludes the Board of Directors/Academy Committee from inviting parents/carers to make voluntary contributions.

## **Appendix 1**

### **1 Non Residential Activities**

1.1 If 50% or more of the time spent on the activity occurs during academy hours, it is deemed to take place during academy hours. Time spent on travel counts in this calculation if the travel itself occurs during academy hours. Academy hours do not include the breaks during the day.

1.2 Where less than 50% of the time spent on an activity falls during academy hours, it is deemed to have taken place outside academy hours. For example, an excursion might require students to leave the academy an hour before the day ends, but the activity does not end until late in the evening.

### **2 Residential visits**

2.1 If the number of academy sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the academy day, regulations require that the Academy day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

### **3 Example 1: Visit during Academy hours**

3.1 Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 academy sessions, so the trip is deemed to have taken place during academy hours.

### **4 Example 2: Visit outside Academy hours**

4.1 Students are away from academy from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 academy sessions, so the trip is deemed to have taken place outside academy hours.

## Appendix 2

### 1. Optional Extras

1.1 Charges may be made for some activities that are known as “optional extras” and include:-

- i education provided outside of academy time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy; or c) part of religious education.
- ii examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the academy;
- iii transport that is required to take the pupil to academy, or to other premises where the local education authority/Board of Directors/Academy Committee have arranged for the pupil to be provided with education;
- iv. board and lodging for a pupil on a residential trip;
- v. any materials, books, instruments, or equipment provided in connection with the optional extra.
- vi non-teaching staff;
- vii teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- viii the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students must not materially exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during academy hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from academy accompanying students on a residential trip.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.



## Appendix 3

### 1 Remissions

When an academy informs parents about a forthcoming trip, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit (In Prescribed Circumstances)
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 13/14);
- an income related employment and support allowance

If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The academy should make it clear to parents/carers at the outset what their process for allocating places on the trip will be.