



CHARGING AND REMISSIONS POLICY

Policy Approval	
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CHARGING AND REMISSIONS POLICY

Policy Document

This policy conforms to the charging arrangements as set out in the Education Act 1996. The Trust Board recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Educational Activities taking place during School Hours

'School Hours' are defined as those during which the school is in session, but excluding the midday break.

Education provided during school hours will be free of charge.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum. Voluntary contributions may be requested to enable the Trust to run extra activities (including trips and visits) which are deemed educationally desirable. The Trust will make it clear in its communications to parents that these contributions are voluntary, and that no pupil will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are collected to cover costs, activities may be cancelled.

Where a non-school organisation arranges an activity to take place during school hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge.

There are areas of the curriculum we are allowed to charge for. If parents wish to receive items made by their children, they will be asked to pay for materials used (e.g. baking and sewing). Ingredients will be provided for children who cannot pay, but the item will not be sent home.

Educational Activities taking place outside School Hours

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and Lodging
- Entrance fees
- Insurance Costs
- Any materials required for the activity
- Incidental expenses
- Licences
- Costs incurred as a result of teaching and non-teaching staff supervising the activity
- Incremental premises costs.

The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the Academy Budget. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

Activities such as school productions held outside of the normal school day may be financed through the sale of tickets, sponsorship, or other means, which should be budgeted to ensure that the event raises sufficient funds to cover the costs described above. Any surplus revenues raised from such events will be retained in the school fund. In such a case participating student will not be expected to make up any shortfall in costs which will be met by the school. If there is a reasonable expectation that the costs of the event may not be met, it may be cancelled.

School Meals and Milk

Charges are made for school meals and milk (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals). Children in Reception, Year 1 and Year 2 also receive a free lunch funded by the Universal Infant Free School Meal programme.

Uniform

Each school within the Trust makes its own arrangements for the sale of uniform, either through nominated suppliers or from stock held on site. Uniform will not be sold at a profit to the school.

The Trust will seek to ensure that its uniform requirements do not place unnecessary financial strain on parents in line with DFE guidance.

Photographs

Individual, group and class photographs taken by the Trust's/Academy's appointed photographer or by the academy are offered for sale from time to time.

Individual Instrumental Tuition

Charges are raised by the peripatetic music teachers. Each school will have local procedures for this which will include making a charge to parents.

Schools have only a limited stock of instruments which may be loaned free of charge. If a child wishes to learn an instrument which the school does not have available in stock then this will need to be provided by the parent at their cost. Musical instruments are brought into school at the risk of the parents of the child concerned.

Loss of or Damage to Academy Property

Loss of, damage to or breakage of academy property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Head of School may decide.

Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

Examination fees

There will be no charge for sitting public examinations for curriculum related subjects on the first attempt unless a student is entered for the examination and deliberately does not attend without a reasonable explanation. The school may charge for subsequent examination attempts.

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy.

There is a charge made to parents for remarking examinations if this is done at their own request.

Other Charges

The academy may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing supporting evidence regarding visa applications, passports etc.

Voluntary Contributions

Parents/carers may be invited to make a financial contribution towards enrichment activities. Implementation of this will always be subject to Local Governing Board approval.

These funds will be used to:

1. Support the cost of a school trip or other educational experience related to the curriculum
2. Acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the academy budget.

It will be made clear in all correspondence to parents/carers inviting that such contributions are wholly voluntary.

Books required for use in class as part of the curriculum will be provided free of charge. However, the school may suggest to parents that may wish to purchase revision guides and other books which can be used to supplement the work done in school. In such cases there will be a charge made to cover the costs of the resources provided.

Use of Trust Assets

Schools may at the discretion of the Headteacher / Head of Academy allow the assets of the school to be used by other parties. Examples of this may be:

- Use of a minibus by another school or charitable/community organisation;
- Printing or photocopying carried out for another charitable/community organisation;
- Use of school telephony systems by employees, students or parents.

A nominal charge may be levied to recover the costs of such activities by the academy.

Where a mobile phone, tablet or laptop etc. is provided to a member of staff to enable them to carry out their role there will be no charge made to the member of staff for using this equipment. In the case of mobile phones if the telephone comes with an all-inclusive text/call package then there will be no additional charges to make to the employee for incidental private use covered by that package cost.

Hire of Facilities

Schools may hire their facilities to third parties for community use outside of the normal school day. A charge will be made to the third party which will cover at least the incremental costs of the hire, including any maintenance, utilities, cleaning, materials and additional staffing required. Schools may use this as an opportunity to raise funds where it is possible to charge market rates for such arrangements which are in excess of the incremental cost of the hire.

Remission of Charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher/Head of Academy.

The academy will give consideration to the remission of charges to parents or 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

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher/ Head of Academy and Chair of Academy Improvement Board will authorise the remission of charges. The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Academy Improvement Board and Headteacher/Head of Academy.

If a parent has difficulty affording charges made by the school please speak to the school. The school would encourage parents to seek guidance if the cost of uniform and/or other charges are proving difficult for them.

Admissions

There are no charges for admissions.