

Charging and Remissions Policy

Author:	Sarah Sweetland
LT Reviewer:	D James
Committee:	Finance and Personnel
Date approved:	16/06/2021
Review date:	16/06/2022
Review timescale:	Annually
Keywords:	Charging remissions finance Trips Transport Tuition refunds contributions Music

Contents

Introduction.....	3
Charging for School Trips	3
Day Trips.....	3
Day Trips outside School Hours – Non-Essential.....	3
Residential Trips – Essential.....	3
Residential Trips – Non-Essential	3
Transport.....	4
Examination Entries.....	4
Materials & Textbooks.....	4
Music Tuition	4
Activities Outside School Hours	4
Acts of Vandalism and Negligence	5
Voluntary Contributions	5
Other Charges	5
Refunds.....	5
Remissions Policy.....	5
Academy Funding Agreement	6

Introduction

It is our policy to ensure that all charges are in line with DFE requirements and in accordance with Sections 449-462 of the Education Act, 1996.

All pupils are entitled to full access to the compulsory school curriculum, regardless of parents' capacity to pay. No pupil will be disadvantaged due to financial hardship nor will they be excluded from any activity because of an inability to pay, providing it is a necessary part of the work of the school.

Charging for School Trips

Day Trips

No compulsory charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

Day Trips outside School Hours - Non-Essential

For day trips that take place outside school hours*, and are not essential to the national curriculum, statutory RE or in preparation for prescribed exams a charge will be levied up to the full cost of the trip.

*When does a day trip fall in or outside of school hours?

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

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

Residential Trips - Essential

For residential trips which are essential to the national curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Residential Trips - Non-Essential

For residential trips that take part outside school hours*, which are not essential to the national curriculum, statutory RE or in preparation for prescribed exams, a charge will be levied up to the full cost of the trip.

*When does a residential trip fall in or outside of school hours?

If the number of school sessions on a residential 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 school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Transport

No charges will be made for transport provided in connection with an educational trip. However, Trustees have agreed that voluntary contributions may be requested.

Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not educated the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where:

- The school has not educated the pupil for the examination and
- It considers that for educational reasons the pupil should not be entered and
- The pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied for examinations will be the cost of the examination entry, plus any applicable costs incurred.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including four persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Acts of Vandalism and Negligence

A charge will be levied in respect of wilful damage/disruption, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or other quantifiable costs. The charge will be at cost or lower as the Principal may decide.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Other Charges

The Principal, Finance and Personnel Committee or Trust Board may levy charges for miscellaneous services up to the cost of providing such services, e.g. For providing a copy of an OFSTED report.

Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.

The School reserves the right not to refund costs where a student is withdrawn from an activity by the School on the basis of the Student's unacceptable behaviour.

Remissions Policy

If the parent/guardian of a pupil is in receipt of:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by Her Majesty's Revenue and Customs)
- The guaranteed element of state pension credit; and
- Universal Credit – income dependant

They will be exempt from paying the cost of board and lodging on trips which are essential to the curriculum.

The Principal, Finance and Personnel Committee or Trustee Board may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Principal, Finance and Personnel Committee or Trustee Board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Academy Funding Agreement

The school, as an academy, is bound by its Funding Agreement in relation to the Charging and Remissions position. The funding agreement can be found on the school website.