



# Charging and Remissions Policy

**Date of Review:** March 2019  
**Approved by:** Trust Board  
**Next Review Date:** September 2020

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## 1 Aim

- 1.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## 2 Responsibilities

- 2.1 The Governing Body of the Trust is responsible for determining the content of this policy and the Head of School for implementation. Any determination with respect to individual parents will be considered jointly by the Head of School and Governing Body.

## 3 Charges cannot be made for:

- 3.1 The Governing Body of the Trust recognise that legislation prohibits charges for the following:
- education provided during the academy's hours (including the supply of any materials, books, instruments or other equipment);
  - education provided outside the academy's 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 academy, or part of religious education;
  - tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education;
  - entry for a prescribed public examination, if the pupil has been prepared for it at the academy;
  - examination re-sits if the pupil is being prepared for the re-sit at the academy;
  - education provided on any trip that takes place during the academy's hours;
  - education provided on any trip that takes place outside the academy's 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 academy, or part of religious education;
  - supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential trip;

- transporting registered pupils to or from the academy's premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy;
- transport provided in connection with an educational trip.

#### **4 Charges may be made for:**

- board and lodging on residential visits (not to exceed the costs);
- the proportionate costs for an individual child of activities wholly or mainly outside the academy's hours ('optional extras') to meet the costs for:
  - travel;
  - materials and equipment;
  - non-teaching staff costs;
  - entrance fees;
  - insurance costs;
- vocal and musical instrument tuition;
- re-sits for public examinations where no further preparation has been provided by the academy;
- examination fees where a pupil fails without good reason to sit the exam;
- any other education, transport or examinations where no further preparation has been provided by the academy;
- any other education, transport or examination fee unless charges are specifically prohibited;
- breakages and replacements as a result of damages caused wilfully or negligently by pupils;
- extra-curricular activities and academy clubs;
- any extended academy activity;
- damage/vandalism/loss to and of the academy's property.

#### **5 Remission**

5.1 Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential academy's trips. The relevant support payments are;

- Income Support;
- Income Based Jobseeker's Allowance;
- 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 2013/14)
- Guarantee element of State Pension Credit.

- an income related employment and support allowance that was introduced on 27 October 2008.

## **6 Voluntary Contributions**

- 6.1 Parents will be invited to make a voluntary contribution for the following;
- a) Travel costs
  - b) Entry charges / fees
- 6.2 The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.
- 6.3 In addition the following will be made clear to parents:
- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;
  - b) that registered pupils at the academy will not be treated differently according to whether or not their parents have made any contribution in response to the request;
- 6.4 The responsibility for determining the level of voluntary contribution is delegated to the Head of School.
- 6.5 Voluntary contributions will be used to cover the cost of transport and entry fees on Educational Visits.
- 6.6 Parents will be advised that if there are insufficient voluntary contributions, educational visits may not go ahead.

## **7 School Meals**

- 7.1 The Governing Body will determine and publish annually the price to be charged for the school meals.