

# CHARGING AND REMISSIONS POLICY



<b>Summary</b>	Charges and Remissions Policy	
<b>Responsible Person/Author:</b>	Head of Governance and Compliance/ Director of Finance	
<b>Applies to:</b> (please circle/delete as appropriate)	<b>Staff</b> <input type="checkbox"/>	<b>Student</b> <input checked="" type="checkbox"/> <b>Community</b> <input checked="" type="checkbox"/>
<b>Ratifying Committee(s)</b>	Finance & Resources Committee	
<b>Available On:</b>	<b>Compliance Library</b> <input checked="" type="checkbox"/>	<b>Website</b> <input checked="" type="checkbox"/>
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<b>Owner</b>	The Rodillian Multi Academy Trust	
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### Document Control

Date	Version	Action	Amendments
24.08.21	1	Policy created	

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## Introduction

1. This document sets out the Rodillian Multi Academy Trust (“the Trust”) policy in respect of charging and remissions.
2. The Trust is committed to the principle of a free education for all students in its Academies. This policy applies to all Trust Academies.
3. The purpose of this policy is to make it clear to students, staff and parents when charges and remissions will be applied.
4. Non-compliance with this policy by employees may lead to disciplinary action being taken against them. The Trust is also the sole shareholder in the company known as Southway at the Rodillian Academy Limited (Company number 08492483) (“Southway”) which operates the Southway Key Stages 3 and 4 extended educational provision. This policy applies to Southway (an Independent School), its employees, directors, consultants, vendors, contractors or any other party who has a financial relationship with Southway as if it was an Academy of the Trust.

## Publication of this policy

5. This policy is available to students, parents, staff and the wider community via the Trust and Academy websites.
6. Guidance on any aspect of this policy can be obtained from the Finance Director [nlawson@rodillianacademy.co.uk](mailto:nlawson@rodillianacademy.co.uk)

## Responsibility for this policy

7. The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day to day responsibility for operating this policy to the Trust Executive.

## Aims of this Policy

8. To provide opportunities to students which transform life chances regardless of starting points or background.
9. To provide enhanced curricular and recreational opportunities for students.

## Education

10. Charges will not be made for:
  - Admission to a Trust Academy for those of compulsory school age;
  - Education provided during Academy hours (including the supply of any material, books, instrument or other equipment unless the student’s parent(s) wish the student to own the materials);
  - Education outside of Academy hours which is necessary to fulfil the requirements specified in the syllabus for a prescribed public examination, or to fulfil duties relating to the Academy curriculum or part of religious education except that charges may be imposed for the cost of board and lodgings on residential visits.

## Examinations

11. No charges will be made for entries to prescribed public examinations for students who have been prepared for such examination by a Trust Academy.
12. No charges will be made for examination resit(s) for students who have been prepared for such examination by a Trust Academy except where a student failed, without good reason, to meet any examination requirement for a syllabus. The Trust will determine what constitutes good reason and the fee may be recovered from the student's parents.
13. Where parents request the re-scrutinising of an examination result, a charge will be made to cover the cost incurred.

## Optional Extras

14. Charges may be made for activities classed as 'optional extras'.
15. Optional extras are:
  - Education provided outside of Academy hours<sup>1</sup> that is not:
    - Part of the Academy Curriculum.
    - Part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy.
    - Part of Religious Education
  - Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy.
  - Transport (other than transport which is required to take students to other non-Academy premises where the Trust has arranged for the student to be provided with education.)
  - Board and lodging for a student on a residential visit.
  - Extended day services offered to students.
16. When calculating the cost of optional extras an amount may be included in relation to:
  - Any materials, books, instruments or equipment provided in connection with the optional extra.
  - The costs of building and accommodation.
  - Non-teaching staff.
  - Teaching staff engaged under contracts for services purely to provide an optional extra, including supply staff engaged specifically to provide the optional extra.
  - 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.

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<sup>1</sup> Where less than 50% of time spent on a non-residential activity falls during Academy hours it is deemed to have taken place outside of Academy hours (time spent in travel counts in this calculation if the travel itself occurs during Academy hours). For residential visits if the number of Academy sessions taken up by the visit is less than 50% of the number of half days spent on the visit, it is deemed to have taken place outside Academy hours. A 'half day' means any period of 12 hours.

17. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
18. Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The Academy will have the agreement of parents before organising the provision of an optional extra where charges will be made.

### Residential Visits

19. In activities which involve residential visits, the Academy will not charge for:
  - Education provided on any visit that takes place during Academy hours.
  - Education provided on any visit that takes place outside Academy hours if it is part of the Academy Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education.
  - Supply staff to cover staff who are absent from an Academy accompanying students on a residential visit.
20. A charge will be made for board and lodgings, but the charge will not exceed actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

### Academy Meals

21. No charge for Academy meals will be made for students who are entitled to free school meals.
22. Students who are not entitled to free school meals will not be charged at more than the total cost incurred by the Academy.

### Transport

23. Where the Academy makes arrangements to transport registered students to or from the Academy premises, this will not be charged at more than the actual cost.
24. The Academy will not charge for:
  - Transporting registered students to other premises where the Academy has arranged for students to be educated.
  - Transport that enables a student to meet an examination requirement when preparation for that examination has been made at the Academy.
  - Transport provided in connection with an educational visit.

### Music tuition

25. Charges may be made for vocal or instrumental tuition provided either individually or to a group of any size, if:
  - The tuition is provided at the request of a student's parent.

- The teaching is not an essential part of either the Academy curriculum or a public examination syllabus the student is being prepared for at the Academy.
26. The cost for vocal or instrumental tuition will vary according to the size and duration of the class as well as the type of instrument. Charges will not exceed the cost of the provision, including the cost of staff who provide the tuition.
27. No charge will be made in respect of a student who is a looked after child by the Local Authority

### Extended services

28. Extended services provide:
- High quality learning opportunities either side of the Academy day.
  - Ways of intervening early when children are at risk of poor outcomes.
  - Ways of increasing student engagement.
  - Ways of improving outcomes and narrowing gaps in outcomes between different groups of students.
29. The total charge for any extended service provided will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

### Damages to property and breakages

30. Charges may be made:
- To recover the cost of materials or equipment lost or damaged.
  - To meet the cost of damage to Trust property.

### Lettings of Trust premises

31. Facilities in Trust Academies may be let for the use of private individuals or external organisations, subject to the approval of the Academy Principal.
32. Charges will be levied at a rate determined by the Academy Principal taking into account guidance from the Trust Executive.
33. Facilities will only be let where they are not needed for the purposes of education at that time. Lettings will not be subsidised from resources provided for the education of students.
34. Hirers will need to demonstrate that they have adequate insurance or provision for compensating the Trust for any damage they cause and Safeguarding Policies and arrangements which are satisfactory for the Trust. Additional fees for cleaning may be charged if facilities are not left in a clean and tidy state.

## Remissions policy

35. Trust Academies will give consideration to the remission of charges to parents who receive the following support payments:
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
  - Income based Jobseekers Allowance.
  - Income-related Employment and Support Allowance.
  - Income Support.
  - Support under Part 6 of the Immigration and Asylum Act 1999
  - The guaranteed element of State Pension Credit.
  - Universal Credit
  - Working Tax Credit run-on
36. Children of families who receive the above payments may also be entitled to free school meals.
37. Trust Academies may choose to subsidise part or all of the payment of 'chargeable activities'. The Academy Principal will authorise the remission of charges.

## Voluntary Contributions

38. Trust Academies may ask for voluntary contributions to the Academy for any activity which takes place during Academy hours including for Academy equipment and Academy funds generally.
39. Such contributions must genuinely be voluntary, with there being no obligation to contribute and no pressure applied to secure a contribution.
40. The Trust is committed to providing opportunities to students which transform life chances regardless of starting points or background. No student will be excluded from an activity if their parents are unwilling or unable to pay.
41. Any activity for which voluntary contributions have been requested will only proceed if the total cost of the activity can be met from funds which may be available to the Trust to support such activities.

## Monitoring

42. The Head of Governance and Compliance and the Director of Finance will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy, the Head of Governance and Compliance will advise the Board of Trustees of any changes that are needed and a proposal will be submitted to the Trust Board within an appropriate timescale. There will be a full review of the policy by the Head of Governance and Compliance and the Director of Finance prior to the stated review date where recommendations will be made for consideration by the Trust Board.

## Diversity

43. The Rodillian Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures

relating to staff and students. The Trust will always comply with the requirements of the Equality Act 2010 and associated guidance produced by the Department for Education.

## Appendix 1 - Equality Impact Assessment

### Equality Impact Assessment

Equality, Diversity, Cohesion, and Integration Screening.

As a public authority, the Rodillian Multi Academy Trust needs to ensure that all our strategies, policies, service, and functions, both current and proposed have had proper consideration of equality, diversity, cohesion, and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Organisation:</b> The Rodillian Multi- Academy Trust	<b>Department responsible for the Policy:</b> Head of Governance and Compliance
<b>Lead Person:</b> Adam Marham	<b>Contact Number:</b>

**1. Title:** Charges and Remission Policy

<b>2. Please provide a brief description of what you are screening</b>
The Policy

<b>3. Relevance to equality, diversity, cohesion, and integration</b>		
<b>Questions</b>	<b>Yes</b>	<b>No</b>
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the Policy or proposal?		x
Could the proposal affect how services are organised, provided, located and by whom?	x	
Could the proposal affect our workforce or employment practices?	x	
Does the proposal involve or will it have an impact on: -?		
• Eliminating unlawful discrimination, victimisation, and harassment	x	
• Advancing equality of opportunity	x	
• Fostering good relations	x	

<p><b>4. Considering the impact on equality, diversity, cohesion, and integration</b></p> <ul style="list-style-type: none"> <li>• <b>Scope of the proposal:</b> Students</li> <li>• <b>Who is likely to be affected?</b> Students and their families</li> <li>• <b>Consultation and engagement activities with those likely to be affected?</b> Ongoing feedback from student’s families. The Policy is available through the Trust and Academies websites and a written copy can be provided on request.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Key findings</b></li> </ul> <p>We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The Trust is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas. The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.</p> <p>We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.</p>
<ul style="list-style-type: none"> <li>• <b>Actions</b></li> </ul> <p>The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.</p>

<p><b>5. Governance, ownership, and approval</b></p> <p>Please state here who has approved the actions and outcomes of the screening</p>		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Adam Marham	Head of Governance and Compliance	25.08.2021

<p><b>6. Publishing</b></p> <p>This screening document will act as evidence that due regard to equality and diversity has been given.</p>	
<b>Date screening completed</b>	25.08.2021
<b>Date agreed at Trust Board</b>	11.10.2021