

CHARGING AND REMISSIONS POLICY



Summary	Charges and Remissions Policy
Responsible Person/Author:	Head of Governance / Director of Finance
Applies to: (please circle/delete as appropriate)	Staff <input type="checkbox"/> Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/>
Ratifying Committee(s)	Finance & Resources Committee
Available On:	RMAT and Academy Websites, SharePoint
Date of Approval	23 September 2024
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Owner	RMAT
Version:	2

Document Control

Date	Version	Action	Amendments
24.08.21	1	Policy created	
September 24	2	Policy amended	Minor amendments

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Introduction

1. This document sets out RMA's policy in respect of charging and remissions.
2. The purpose of this policy is to make it clear to students, staff, and parents when charges and remissions will be applied.

Publication of this policy

3. This policy is available to students, parents, staff and the wider community via the RMA and Academy websites.
4. Guidance on any aspect of this policy can be obtained from the Finance Director nlawson@rodillianacademy.co.uk

Responsibility for this policy

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

Education

6. Charges will not be made for:
 - Admissions. RMA **does not** make requests for financial contributions (either in the form of voluntary contributions, donations, or deposits (even if refundable)) as any part of an Academy's admission process.
 - 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 where it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the academy or part of religious education.

Examinations

7. No charges will be made for entries to prescribed public examinations for students who have been prepared for such examination by an RMA Academy.
8. However, if a student fails without good reason, to meet any examination requirement for a syllabus, RMA may seek to recover the fee from the student's parent/carer.
9. Where parents request the re-scrutinising of an examination result, a charge will be made to cover the cost incurred.

Optional Extras

10. Charges may be made for activities classed as 'optional extras.
11. Optional extras are:
 - Education provided outside of Academy hours¹ that is not:
 - Part of the National 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 RMAAT 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.
12. 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.
13. 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.
14. Participation in any optional extra activity will be based on 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

15. In activities which involve residential visits, the Academy will not charge for:
 - Education provided on any visit that takes place during Academy hours.

¹ Where less than 50% of time spent on a non-residential activity fall 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.

- Education provided on any visit that takes place outside Academy hours if it is part of the National 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.
16. 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

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

Transport

19. The Academy will not charge for:
- Transporting students to or from the Academy's premises where the local authority has a statutory obligation to provide transport.
 - Transporting students to other premises where the RMA Board or local authority has arranged for the students to be educated.
 - Transport that enables a student to meet an examination requirement when they have been prepared for that examination by the academy.
 - Transport provided in connection with an educational visit

Music, instrumental or vocal tuition

20. 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.
21. 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.
22. No charge will be made in respect of a student who is a looked after child by the Local Authority or where the tuition is provided as part of the national curriculum during academy hours or required as part of a syllabus for a prescribed public examination for which the student is being prepared by the academy.

Extended services

23. 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.
24. 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

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

Lettings of RMAT premises

26. Facilities in RMAT Academies may be let for the use of private individuals or external organisations, subject to the approval of the Academy Principal.
27. Charges will be levied at a rate determined by the Academy Principal considering guidance from the RMAT Executive.
28. 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.
29. Hirers will need to demonstrate that they have adequate insurance or provision for compensating the RMAT for any damage they cause and Safeguarding Policies and arrangements which are satisfactory for the RMAT. Additional fees for cleaning may be charged if facilities are not left in a clean and tidy state.

Remissions policy

30. RMAT Academies will consider 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
31. Children of families who receive the above payments may also be entitled to free school meals.
 32. RMAT Academies may choose to subsidise part or all the payment of 'chargeable activities. The Academy Principal will authorise the remission of charges.

Voluntary Contributions

33. RMAT 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.
34. Where it is intended that an activity is to be funded by voluntary contributions, the Principal will ensure that parents/carers are made aware at the outset that:
 - The activity cannot be funded without voluntary contributions
 - There is no obligation to make any contribution
 - If insufficient voluntary contributions are raised to fund the activity and the academy is unable to fund it from other source then the activity will be cancelled.
35. No student will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Students whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

Refunds

36. Requests for refunds for activities will be considered on an individual basis and may be rejected if the Academy is unable to recoup the costs incurred.
37. In all cases of withdrawal, either voluntary or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.
38. The Academy reserves the right not to refund costs where a student is withdrawn from an activity by the academy on the basis of a student's breach of RMATs behaviour policy.

Monitoring

39. The Head of Governance 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 RMAT of any changes that are needed, and a proposal will be submitted to the RMAT Board within an appropriate timescale. There will be a full review of the policy by the Head of Governance and the Director of Finance prior to the stated review date where recommendations will be made for consideration by the RMAT Board.

Diversity

40. RMAT 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. RMAT 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, RMAT 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.

Organisation: The Rodillian Multi- Academy RMAT	Department responsible for the Policy: Head of Governance
Lead Person: Adam Marham	Contact Number:

1. Title: Charges and Remission Policy

2. Please provide a brief description of what you are screening

The Policy

3. Relevance to equality, diversity, cohesion, and integration		
Questions	Yes	No
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	

4. Considering the impact on equality, diversity, cohesion, and integration

- **Scope of the proposal:** Students
- **Who is likely to be affected?** Students and their families
- **Consultation and engagement activities with those likely to be affected.** Ongoing feedback from student’s families. The Policy is available through the RMAAT and Academies websites and a written copy can be provided on request.

- **Key findings**

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 RMAAT 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.

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.

- **Actions**

The RMAAT will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.

5. Governance, ownership, and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Adam Marham	COO	23.09.24

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

Date screening completed	23.09.24
Date agreed at RMAAT Board	24.09.24