Impact Multi Academy Trust

Policy Document

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SLT Responsible: Headteacher/Principal
Other staff: Bursar/Business Manager
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Charging & Remissions Policy

1. Rationale

Impact Multi Academy Trust Board of Directors recognise the valuable contribution that the wide ranges of additional activities, including trips, clubs and residential experiences can make towards pupils’ education at those Academies to which this Charging and Remissions Policy applies. The Local Governing Bodies of those Academies aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of each Academy and as additional optional activities.

2. Context

The law states that education provided during Academy hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in Academy hours by each Academy. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

3. Aims

To make Academy activities accessible to pupils regardless of family income; to provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and each Academy and which acknowledges the cost of such activities to each Academy’s budget.

4. Charges

Each Academy’s Governing Body reserves the right to make a charge in the following circumstances for activities organised by their Academy:

5. Admissions

There is no charge for admissions

6. School meals

There is no charge for children who are entitled to free school meals

7. Public examinations

There is no charge for examinations that are part of the curriculum and on the Academy’s set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil’s parents. See also section 5 – optional extras.
8. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (see section 9).
There is no charge for transport during school hours to school-organised activities.

Charges may be made for:
- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (see section 5)
- music or vocal tuition (see section 9).

9. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school’s basic curriculum for religious education.

10. Optional extras

Charges will be made for optional extras.

Optional extras are:
- education provided outside of school time that is not:
- part of the National Curriculum
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

10.1 The cost of optional extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (see section 11). 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
- non-teaching staff
- teaching staff engaged under contracts for services purely 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to
pay the charges. The school will need to have the agreement of parents before organising the
provision of an optional extra where charges will be made.

11. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the
activity will be the same as is outlined in section 4. Travelling time is included in time spent on
activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge
cannot include the cost of alternative provision for those pupils who
do not wish to participate. So no charge can be made for supply teachers to cover
for those teachers who are absent from school accompanying pupils on a visit.
In this case the charging of the activity will be the same as is outlined in section 5.

12. Residential activities

Charges will not be made for:
- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school 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 school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying
  pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Charges will be made for:
- Board and lodging - When any visit has been organised by the school where
  may be a cost for board and lodging, parents will be informed of this before the visit takes
  place. We will charge anything up to the full cost of board and lodging on residential visits,
  whether it is classified as taking place during school hours or not. The charge will not exceed
  the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt
  from paying this cost (see section 11 for more guidance on remissions).
- Travel - Travel charges may apply when the residential activity takes place outside of school
  hours. The amount charged will be calculated to cover the unit cost per pupil. These charges
  may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to
  cover those costs.
• Activities - The school may charge for residential activities that fall outside of school hours (see section 5).

13. Music tuition within school hours

Legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule. Charges will be made if:
• The teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.
• The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

14. Damage to property and breakages

Where school property has been wilfully damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation.

15. Remissions and concessions

Consideration will be given to the remission of charges to parents or carers who receive the following support payments:

• Equal Based JSA / ESA
• Income Support (IS)
• Income Based Jobseekers Allowance (IBJSA)
• Income-related employment and support allowance (IRESA)
• Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
• Guaranteed Element of State Pension Credit
• Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)
• Support under part VI of the Immigration and Asylum Act 1999.

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 Head Teacher will authorise the remission of charges.
The school 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 Head Teacher.

16. Voluntary contributions

Voluntary contributions may be asked for general funds and/or to fund activities that will enrich our pupils’ education.
In any instance where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled, all monies paid will be returned to parents.
There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

17. Inability or unwillingness to pay

The Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.