



# Charging & Remissions Policy

Policy reviewed by Academy Transformation Trust on	March 2018
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Review Date - March 2021



## **Our Mission**

To provide the very best education for all pupils and the highest level of support for our staff to ensure every child leaves our academies with everything they need to reach their full potential.

We promise to do everything we can to give children the very best education that gives them the best opportunity to succeed in life. All of our academies have it in them to be outstanding and achieving this comes down to our commitment to our pupils, staff and academies.

## **Our commitment**

We are committed to taking positive action in the light of the Equality Act 2010 with regard to the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership.

We will continue to make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage.

We will measure the success of our commitment in this policy by analysing bullying logs and actions in our academies to reduce or eliminate incidents of bullying.

## Introduction

It is the right of every pupil to receive a free education. Activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost.

Whilst recognising that legislation provides academies with the discretion to charge for optional extras provided wholly or mainly out of academy hours and to invite voluntary contributions for the benefit of the academy or in support of any activity organised by the academy, whether during or outside of academy hours, the academy will always take particular account of pupils whose families are suffering financial hardship. Decisions will be made on educational grounds and the academy will endeavour to ensure that all activities which are deemed to take part mainly or wholly in academy hours do not disrupt pupils' education.

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## **1 Admissions**

- 1.1 There is no charge for admissions.

## **2 School meals**

- 2.1 There is no charge for children who are entitled to infant free school meals or free schools meals (up to the value of a free school meal). Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the academy.

## **3 Public examinations**

- 3.1 There is no charge for examinations that are part of the curriculum and on the school'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 the pupil's parents. This includes re-sits.
- 3.2 There is no charge for examinations that are not on the set list but have been arranged by the school.
- 3.3 There is a charge for the examinations entry fee(s) if the registered pupil has not been prepared for the examination at the school (see optional extras under section 5).

## **4 Activities that take place during school hours (this does not include the break in the middle of the school day)**

- 4.1 There is no charge for activities during school hours with the exception of music tuition (section 8).
- 4.2 There is no charge for transport during school hours to school-organised activities.
- 4.3 We may charge for:
- Books and materials that the parent wishes the child to keep (the cost will be made clear to the parent before charge)
  - Optional extras (section 5)
  - Music or Vocal tuition (section 8).

## **5 Activities that take place outside of school hours (non-residential)**

- 5.1 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.

### **Optional Extras**

5.2 ATT will charge 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 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 local authority or academy committee has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

5.3 The Principal will decide when it is necessary to charge for optional extras and the level of charge will be set annually by the Principal on the recommendation of ATT. The charges, when determined will be published on the academy's website and appended to this policy.

5.4 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. Under 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 (section 12).

5.5 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 an optional extra, including supply teachers engaged specifically to provide the optional extra
- The cost, or proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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

## 6 Activities that take place partly during school hours (either on or offsite)

- 6.1 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.
- 6.2 Travelling time is included in time spent on activity.
- 6.3 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 activity will be the same as in section 5.

## 7 Residential activities

- 7.1 ATT will not charge for:
- Education provided on any visit that takes place during school hours
  - Education provided on any visit that takes place outside of 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 academy, of part of religious education
  - Supply teachers to cover 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.
- 7.2 ATT will charge for:
- 7.2.1 **Board and lodging** – when any visit has been organised by the academy, where there are any cost for board or 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 provide they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).
- 7.2.2 **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.
- 7.2.3 **Activities** – the academy may charge for residential activities that fall outside of school hours (see section 5).

## 8 Music tuition within school hours

- 8.1 ATT follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.
- 8.2 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(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (wider opportunities).
- 8.3 The academy 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.
- 8.4 The academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and exam fees.
- 8.5 ATT is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school house will be remitted for pupils on free school meals.
- 8.6 There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## 9 Extended services

- 9.1 ATT is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our academies to provide:
- High-quality learning opportunities either side of the school day
  - Ways of intervening early when children are at risk of poor outcomes (e.g. by providing access to study support, parental support or to more specialist services – health, social care or special educational needs services)
  - Ways of increasing pupil engagement
  - Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils
  - Breakfast clubs
  - Homework clubs.
- 9.2 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 10 Damage to property and breakages

- 10.1 When academy property has been wilfully or recklessly damaged by a student or parent the academy may charge those responsible for some or all of the cost of repair or replacement.
- 10.2 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge some or all of the cost to those responsible.
- 10.3 Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

## 11 Remissions and concessions

- 11.1 ATT will give consideration to the remission of charges to parents or carers who receive the following support payments:
- Income support
  - Income based Job-Seekers Allowance
  - Child Tax Credit (where the person is not receiving Working Tax Credit as well)
  - Support under part VI of the Immigration and Asylum Act 1999
  - Guaranteed Element of State Pension Credit
  - Income related employment and support allowance
  - 28 day Working Tax Credit (run on)
  - Invalidity Benefit
  - Widow's Pension
  - Universal Credit.
- 11.2 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.
- 11.3 The Principal will authorise the remission of charges.
- 11.4 The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils. This will be determined by the Academy Committee and Principal.

## 12 Voluntary contributions

- 12.1 ATT may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich our pupil's education. (e.g. theatre trips, swimming instruction, day trips etc.) This charge will be determined by the number of pupils in the year group and the total cost divided equally between each child.

- 12.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the academy. If the activity is cancelled all monies paid will be returned to parents.
- 12.3 There is no obligation for a parent or carer to make any contribution and the academy will in no way pressure parents to make a contribution.

### **13 Inability or unwillingness to pay**

- 13.1 ATT 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.
- 13.2 The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **14 Private use of academy facilities**

- 14.1 Responsibility for determining charges for private use of academy facilities by members of staff (e.g. private telephone calls, reprographics and faxes) are delegated to the Principal.