



## Charging and remissions policy

September 2020

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<b>Associated documents:</b>	
<b>Links to:</b>	

Approved by Finance and Resources Committee, 1 July 2020

## **Our Vision**

### **We have one core purpose:**

To have the biggest positive impact in the varied communities we serve through ensuring top drawer education for our learners. #TransformingLives

### **How do we ensure this across our trust?**

#### In all we do we are:

1. Ethical to the core, ensuring that education is always front and centre
2. Futures focused system leaders – never simply followers
3. Collaborative in every endeavour
4. Resolutely learner centred.

### **What does this look like across our trust?**

#### Education

We are:

1. Ruthlessly ambitious for all who learn and work with us
2. Unwaveringly inclusive – determined on eradicating barriers to educational success
3. Committed to excellent teaching
4. Determined upon academic excellence for all in our communities
5. Compassionate, ethical and caring advocates for all in our communities
6. Outwardly facing and globally conscious

#### Operations

We are:

1. Committed to the very best people development and empowerment
2. Determined to shout loudly and share proudly our successes
3. The best professional and technical experts (supporting education) in the sector
4. Committed to the very best understanding and management of risk

#### Financial

We are:

1. Providing the best possible public service for the best possible value
2. Determined to supplement our public income with shrewd income generation
3. Building financially sustainable models of educational improvement in our communities
4. Demonstrably efficient in all we do

### **Our values**

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values.
- We will develop the very best leaders of the future, working to improve education and transform lives.
- We will adhere unwaveringly to the ‘Nolan Principles’ of Public Service, which is made clear in our commitment to Ethical Leadership.

**Statement of intent**

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 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.

**Scope of this policy**

This policy applies to all students who are under the age of 18 when they join us. It does not apply to adult students, for example, those studying with ATT's Further Education College.

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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 school meals (up to the value of a free school meal (amount determined annually)). 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, including re-sits, that are part of the curriculum and on the academy's set examinations list, where pupils have been prepared for the examinations by the academy. However, if the pupil fails without good reason to meet the requirements for any examinations (including re-sits), the academy may recover the fee incurred from the pupil's parents.

3.2 There is no charge for examinations that are not on the set list but have been arranged by the academy.

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 academy (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 taking place wholly during school hours, with the exception of music tuition (section 8).

4.2 There is no charge for transport during school hours to academy-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).

Fees for commercial activity (including some early years activity and lettings) are agreed separately.

## **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 academy
- part of the academy's basic curriculum for religious education.

### *Optional extras*

5.2 We 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 academy
  - part of religious education
- examination entry fee(s) for examinations not on the academy's set list (where the

pupil is prepared for the examination at the academy or the academy arranges for the pupil to take it) or if the pupil has not been prepared for the examination(s) at the academy

- transport that is not taking the pupil to school or to other premises where we have arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (see section 9 for more details).

#### *The cost of optional extras*

- 5.3 The Principal, in consultation with the education finance team, will decide when it is necessary to charge for optional extras and the level of charge will be set by the Principal, where the cost of the optional extra is capable of determination in advance. 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
  - the costs of buildings and accommodation
  - 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, or vocal tuition, 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. We 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 in accordance with section 4.
- 6.2 The majority of a non-residential activity will be deemed as taking place during school hours where 50% or more of the time spent on the activity occurs during school hours.
- 6.3 A non-residential activity will be deemed as taking place outside of school hours if less than 50% of the time spent on the activity occurs during school hours.
- 6.4 In calculating whether an activity takes place during school hours, travelling time is included as time spent on the activity if the travel itself occurs during school hours.
- 6.5 The lunchtime break is not included in the calculation of school hours.
- 6.6 Where a non-residential activity is deemed to take place outside of school hours the charging of the activity will be in accordance with section 5.
- 6.7 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.

## **7 Residential activities**

### **7.1 We 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, 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 those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential visit is classed as being within school hours.

### **7.2 We will charge for**

**7.2.1 board and lodging** – where there are any costs for board or lodging on a visit organised by the academy 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 to parents will not exceed the actual cost of the board and lodgings to the academy. Parents who can prove they are in receipt of certain benefits will 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 visit 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 (see section 11), but no other pupils will be charged extra to cover the cost of pupils entitled to remissions.

**7.2.3 activities** – we may charge for activities on a residential visit where the visit is deemed to have taken place outside of school hours.

**7.3** A residential visit will be deemed to have taken place during school hours where the number of school sessions taken up by the visit are equal to or greater than 50% of the number of half days spent on the visit.

**7.4** A residential trip will be deemed to have taken place outside school hours where the number of school sessions taken up by the visit are less than 50% of the number of half days spent on the visit.

**7.5** For the purposes of 7.3 and 7.4, the school day is divided into two sessions and a half day means any period of 12 hours ending with noon or midnight on any day.

## **8 Music tuition within school hours**

**8.1** We follow government legislation that states that all education provided during school hours must be free; however, music and vocal tuition 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) for which they are being prepared at the academy, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (wider opportunities).

**8.3** We may charge for vocal or instrumental teaching requested by parents and delivered to either an individual pupil or groups of any size. The charge for these lessons may depend on the size and duration of the class, as well as the type of instrument, and will include the cost of staff providing the tuition, but will not exceed the cost to the academy of making the provision.

**8.4** We will not charge if the music tuition is part of the National Curriculum or public

examination syllabus being followed by the pupil for which they are being prepared at the academy. This includes instruments, music books and exam fees.

8.5 We are dedicated to ensuring equal opportunities for all pupils, including access to specialist music tuition, therefore charges made for music tuition within school hours will be remitted in accordance with our remissions policy below.

8.6 There is no charge for vocal or instrumental tuition for children looked after by a local authority. This includes instruments, music books and exam fees.

## **9 Extended services**

9.1 We are 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 Extended services will be charged for in accordance with section 5.

## **10 Damage to property and breakages**

10.1 When academy property has been wilfully or recklessly damaged by a student or parent we 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 for repair or replacement, we 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 We will give consideration to the remission of charges made under this policy to parents or carers who receive the following support payments:

- Income Support
- Income Based Job-Seeker's 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)
- Universal Credit.

11.2 We may choose to subsidise part or all of the payment of charges made under this policy for pupils of parents in receipt of the support payments listed at 11.1. The availability of any such remission will be determined by the Principal, to be communicated to parents in writing where such remission is available.



11.3 Parents who are in receipt of the support payments listed at 11.1 will be exempt from paying the cost of board and lodging for any visit. It will be up to the parent to prove that they are in receipt of the relevant payment.

11.4 Parents who are eligible for the remission of charges will be dealt with confidentially.

## **12 Voluntary contributions**

12.1 We may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich our pupils' education (e.g. theatre trips, swimming instruction, day trips etc.). Any voluntary contributions requested will be determined by the number of pupils in the year group taking part in an activity and the total cost of the activity, which will be divided equally between each pupil.

12.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents and the activity may be cancelled where insufficient funding is raised. 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.

12.4 No pupil will be excluded from an educational activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund an educational activity, or the academy cannot fund it from some other source, then it will be cancelled.