

**Community Schools Alliance Trust**

# Charging and Remission Policy

Approved by Trustees: October 2017

Next Review Date: October 2019



Community Schools  
Alliance Trust

## Aims

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

The Trustees of Community Schools Alliance Trust are committed to providing the best education for all and will endeavour within reason and as funding resources allow, to ensure that all activities offered wholly or mainly during the school day are available to all students/pupils, regardless of their respective parent's/carer's ability to pay. However, Trustees reserve the right to request voluntary contributions from parents/carers and in the event of insufficient funding, to cancel an activity.

This policy has been formulated in accordance with the provisions of sections 402 and 450 – 462 of the Education Act 1996 and the Community Schools Alliance Trust Funding Agreement.

## Responsibilities

The Trustees of Community Schools Alliance Trust are responsible for determining the content of this policy and the Headteacher of each school for implementation. Any determination with respect to individual parents will be considered by the Headteacher.

## Voluntary contributions

Each School within the Trust will seek voluntary contributions in order to offer a wide variety of experiences to students/pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students/pupils of parents who do not make such contributions will be treated no differently from those who have.

### The Law says:

- If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset.
- No student/pupil will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

## Instances when no charges will be made – a voluntary contribution may be requested.

Community Schools Alliance Trust recognises that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student/pupil is being prepared for at the school, or part of religious education.
- Tuition for students/pupils learning to play musical instruments if the tuition is required as 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.
- Entry for a prescribed public examination, if the student/pupil has been prepared for it at the school.
- Examination resits if the student/pupil is being prepared for the re-sit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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 student/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 students/pupils on a residential trip.

- Transporting registered students/pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Academy Trust or local education authority has arranged for pupils to be educated.
- Transport that enables a student/pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip

## Activities for which charges may be made

### Trips, visits and activities

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance costs
- Extra-curricular activities and school clubs.
- Any extended school activity.

### Music tuition

- Vocal and musical instrument tuition where this is an optional extra and not part of the curriculum.

### Examinations

- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a student/pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.

### Property and equipment

- Breakages and replacements as a result of damages caused wilfully or negligently by students/pupils. This includes the costs of replacing any books and or equipment provided by school.
- Damage/vandalism/loss to and of school property.
- Books or materials where parents/carers wish the student/pupil to own the goods (such as folders to carry art or technology work; calculators, revision guides and so forth).

## Remission

Students/pupils whose parents are entitled to claim free school meals will in addition be entitled to the remission of charges for board and lodging costs during residential school trips.

Parents, foster parents, network family carers or guardians of students/pupils at school, who are on a low income, could get Free School Meals and a School Clothing Allowance.

Pupils are entitled to Free School Meals if parents/guardians receive:

- Income Support.
- Income-based Job Seekers' Allowance.
- Income-related Employment and Support Allowance.

- Support under Part VI of the Immigration and Asylum Act 1999.
- The Guaranteed element of State Pension Credit.
- 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, as assessed by Her Majesty's Revenue and Customs.
- Working Tax Credit run-on – paid for 4 weeks after stop qualifying for Working Tax Credit.
- Universal Credit.

Additional remissions may be provided to ensure all students/pupils consistently achieve the highest “best in class” outcomes in terms of academic qualifications, social responsibility, sporting excellence and artistic achievement. These additional remissions are detailed in the Pupil Premium Policy; this is reviewed annually to ensure that remissions given continue to improve outcomes for eligible students/pupils.

### Individual Cases of Financial Difficulty

Requests for financial assistance should be made in writing or by e-mail to the relevant member of the school leadership team including details of the assistance required and the reason for requesting assistance.

- The relevant senior leader may be able to agree flexible, extended payment terms.
- Parents may be able to ask for assistance from the Access or Pupil Premium Funds.
- Parents in receipt of the above benefits will be considered as first priority for assistance
- In most cases, parents will be asked to bear a proportion of the cost which is usually 50%

All cases will be treated individually and in confidence.

### Lettings

The Academy Trust will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance and Resources Committee. Full details are set out in the Lettings Policy.

### Other charges

The Headteacher, Finance Committees or Trustees may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing photocopies of Governor minutes.

Agreed by Chair of Trustees.....

Signed: ..... Dated: 5th December 2016.....

To be reviewed biennially - Review Date: December 2018