



ST. MARY'S  
ACADEMY TRUST

# St Mary's Academy Trust

## Charging and Remissions Policy

Date agreed by Board.....06<sup>th</sup> October 2015.....

Date to be reviewed.....31<sup>st</sup> July 2017.....

## **Policy for Charging and Remissions**

### **Introduction**

The Board recognise the valuable contribution that the wide range of additional activities, including sports, clubs, music, day and residential visits, can make towards pupils' education. The Board aim to promote and provide a wide range of such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

This policy has been formulated in accordance with the Local Authority's guidance on: Charging for School Activities by the Local Governing Body.

### **Aim**

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.

### **Responsibilities**

The Local Governing Body of the School in conjunction with the Finance Director is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Local Governing Body.

### **Prohibition of Charges**

The Local Governing Body of ..... School recognises that the 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 pupil is being prepared for at the school, or part of religious education;
- tuition for 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 pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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 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 trip;
- transporting registered 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 governing body or local education authority has arranged for pupils to be educated;

- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

### Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

### Charges

- a) board and lodging on residential visits (not to exceed the costs)
- b) the proportionate costs for an individual child of activities wholly or mainly outside school hours (\*optional extras') to meet the costs for:
  - 1) travel
  - 2) materials and equipment (hired or purchased)
  - 3) non-teaching staff costs
  - 4) entrance fees
  - 5) insurance costs
- c) individual tuition in the playing of a musical instrument
- d) any other education, transport or examination fee unless charges are specifically prohibited
- e) breakages and replacements as a result of damages caused willfully or negligently by pupils
- f) specific and advised extra-curricular activities and school clubs organised by independent organisations.

'Optional Extras' at 'b' above are:

- education provided outside of school time that is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or not part of Religious Education.
- transport that is not required to take the pupil to school or to other premises where the Local Authority/Local Governing Body have arranged for the pupil to be provided with education

### Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;
- e) the guaranteed element of State Pension Credit.

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

It should be noted that it is free school lunch eligibility and not uptake that should be regarded as the trigger for entitlement to a remission of charges for residential trips.

### **Voluntary Contributions**

Due to school budget restrictions, voluntary contributions will be invited from parents/carers to support a school activity, including for example, a school journey or visit taken wholly or mainly in school hours. If parents are unable or unwilling to contribute, their child will not be excluded from that activity, but if insufficient contributions are forthcoming the activity may have to be cancelled.

Parents will be invited to make a voluntary contribution for visits in support of, but not a requirement of, the curriculum.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to contribute to the cost of visits in support of the curriculum

This policy is to be reviewed by St Mary's Academy Trust and the Local Governing Body of ..... school and is the responsibility of the Local Governing Body.