

# Charging & Remissions Policy

## Adoption Arrangements and Date

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. either set a full Trust wide policy,
2. or set a 'policy principles' document (a framework within which LGBs develop a full and appropriately customised policy),
3. or delegate to LGBs the power to develop their own policy which the Trust Board will then ratify.

<b>Review Body:</b>	<b>Finance &amp; Audit Committee</b>	<b>Adopted:</b>	<b>21.03.2017</b>
<b>Leadership Grp Responsibility:</b>	<b>Chief Financial Officer</b>	<b>Date of next review:</b>	<b>Spring 2020</b>
<b>Policy Type:</b>	<b>Statutory</b>	<b>Review period:</b>	<b>3 years</b>

**This is a Level 1 Policy against the Trust Governance Plan.**

This procedure was adopted by the Board of Trustees of Tenax Schools Trust, for implementation in all Trust academies on the date above and supersedes any previous Charging & Remissions Policy.

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## 1. CHARGING

### 1.1. Introduction

The Tenax Schools Trust believes that all students should have an equal opportunity to benefit from school activities and visits.

The Trust recognises that legislation provides academies with the discretion to charge for optional extras provided wholly or mainly out of school hours and to invite voluntary contributions for the benefit of a school, or in support of any activity organised by a school, whether during or outside school hours.

This policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

### 1.2. Education

Schools **cannot** charge for:

- An admission application
- 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 timetabled curriculum the student is following
- Tuition for students learning to play musical instruments if the tuition is required as part of the timetabled curriculum the student is following, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school
- Examination re-sits(s) where the student is being prepared for the re-sit(s) by the school. (If this is not the case then there may be a charge see section 1.5 below)

Schools **can** charge for:

any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them

**optional extras** (see section 1.3 below)

Individual or small group musical instrument or vocal tuition

certain early years provision

community facilities

### 1.3. Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books instruments or equipment. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the timetabled curriculum the student is following
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport including contribution towards cost of school minibus (other than transport that is required to take 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
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In calculating the cost of optional extras an amount may be included in relation to:

- Materials, books instruments or equipment provided in connection with the optional extra
- The cost of accommodation
- Non –teaching staff
- Supply teachers and teaching staff engaged to specifically provide the optional extra.
- 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
- Administration (to include transaction costs for use of online payments)
- Insurance costs

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate.

#### **1.4. Residential Visits**

The school will charge for board and lodging and charges which will not exceed the actual cost. Parents will be informed about forthcoming visits and if students are eligible for pupil premium they may be entitled to remission for educational visits.

#### **1.5. Examination Entries**

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where:

- the school has prepared the student for the examination and
- it considers that for educational reasons the student should not be entered and
- the student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old).

In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied in accordance with previous two paragraphs above will be the cost of the examination entry, plus any applicable centre costs.

#### **1.6. Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the timetabled curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is to be available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of providing the activity will be levied.

### **1.7. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of Trust's property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **1.8. Voluntary Contributions and day visits**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. The Trust recognises there is no obligation on parents to make voluntary contributions. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However if the activity cannot be funded without voluntary contributions this will be communicated to parents in writing at the outset. If in the event the contributions are not enough to cover the event/trip the school reserves the right to cancel it.

### **1.9. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges should be determined annually by the relevant approval body within the school.

### **1.10. Miscellaneous Charges**

The Headteacher may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. If parents have issues concerning any charges levied this must be communicated in writing to the Headteacher for consideration.

### **1.11. Refunds**

Where a charge has been levied for an educational visit or activity and the student cancels this place, no refund will be repayable to the parent or student if the school or Trust has incurred a cost, e.g. paid this to the travel company. An exception to this is a medical condition preventing the student from attending the educational visit or activity and a full refund will be repayable on presentation of an appropriate medical certificate.

If no cost has been incurred by the school or Trust, a proportion of the funds paid may be returned to the parent or student after the non-refundable deposit has been deducted. A cancellation charge may also be made at the discretion of the school or Trust.

### **1.12. Additional considerations**

The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

## **2. REMISSIONS POLICY**

2.1 If the parent/guardian of a student is in receipt of any of the following then charges in respect of board and lodging for educational residential visits will be remitted in full:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008

2.2 The Headteacher may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

2.3 The Headteacher may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.