



# **CHARGING & REMISSIONS POLICY**

**JANUARY 2019**

**Next review – January 2022**

## **Introduction**

We want all our pupils to have an equal opportunity to benefit from our academies activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out the Trust's approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on school premises.

## **School Trips**

- **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (Also, please refer to *Voluntary Contributions* section).
- **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. (Also, please refer to *Remissions Policy* section).
- **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
  - if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
  - if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## **School Meals**

No charge will be made for pupils entitled to free school meals

We will charge all pupils not entitled to free school meals an amount determined by the academy committees of each school.

## **Activities Outside Academy Hours**

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

If a pupil is prepared outside school hours for an examination, a charge will be levied for tuition and other costs unless there is prior agreement with the school.

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

## **Music Tuition**

Our schools have the legal right to levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. However, we do not levy charges for any music tuition, although there is a charge of £20 per annum for the loan of instruments (£30 for 2 instruments and £35 for 3), which is intended to cover the cost of insurance and repairs.

## **Examination Entries**

No charges will generally be made for entering pupils for public examinations for which the student has been prepared at the school, however, the Headteacher does have the discretion to make a charge for examination entry where –

- a) the student was not prepared for the examination at the school; or
- b) the school has, for educational reasons, determined that the student should not be entered for the examination, but the student's parent or carer has requested such entry, notwithstanding, notification of such reasons.

The Headteacher also has the discretion to request reimbursement of examination entry fees from a student's parents or carers, where the student fails without good reason to complete the prescribed course for any examination, or to attend or sit the examination.

A charge may be levied for pupils re-sitting an examination unless that pupil is being prepared for that examination by the school.

## **Materials, Textbooks & Equipment**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and may levy a charge.

Textbooks are provided free of charge, but in some schools, additional revision/aid guides are available, for which a charge is made.

## **Lettings**

Schools may 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 academy committee.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials):

- belonging to the school,

- belonging to a third party, where the cost has been recharged to the academy.

The charge in both cases will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Voluntary Contributions**

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. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

### **Lockers**

A rental charge is payable for the use of lockers around at Wardle Academy – currently £5 one off payment.

### **PE Kit & Uniform**

PE Kit and some items of uniform are available to purchase from some Trust schools and price lists are available for these items.

### **Other charges**

The Headteacher, or governance group may levy charges for miscellaneous services up to the cost of providing such services e.g. for photocopying, private telephone calls etc.

### **Remissions Policy**

The cost of board and lodgings for essential residential activities taking place wholly or mainly in academy time, will be remitted in full if the parent/carer of a pupil is in receipt of:

- income support/universal credit
- income based jobseekers' allowance/universal credit
- support under part VI of the Immigration and Asylum Act 1999.

Other remissions will be at the discretion of the governors who will normally delegate that discretion to the Headteacher.

### **Outstanding Balances**

Any pupil who have an outstanding balance for items including, but not exclusive to, academy trips, damages and dinner monies will be unable to take part in non-curriculum activities, such as rewards trips, academy proms, etc. until full payment has been received. All outstanding debts may be passed onto a debt recovery service.