



Charging and Remissions Policy

Applicable to:	✓	All individual academies within NEAT
	✗	Specified academies only
	✓	NEAT Trust
Approval body:	NEAT Achievement and Climate for Learning Committee	
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Approval by	As determined by the Board of Directors

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Director of Business Services (LB)	10 July 2019	1.0	Agreed by Achievement and Climate for Learning Committee for implementation across the trust
Changed by	Revision Date	Version	Status

Review Date	
Frequency	Next Review Due
Annually	July 2020 (or earlier if new guidance or legislation issued and/or business need for earlier review identified)

1. Introduction

All education during normal school hours is free for pupils in Reception to Year 13.

There will be no charge for any activity undertaken as part of the National Curriculum. We will provide all books and equipment to be used as part of the pupil's education.

This policy sets out when charges will be levied for activities, what remissions will be implemented and circumstances under which voluntary contributions may be requested from parents/carers. Any charges made in respect of individual pupils will not exceed the actual cost of providing the activity.

We recognise the valuable contribution that the wide range of additional activities, including trips and residential experiences, can make towards pupil's personal and social education. We try to minimise the cost of the visit and it is our policy that every child should have the opportunity to go. At times we may have to charge for education that is provided outside of the academy day that is not:

- Part of the National Curriculum
- Part of the syllabus for a prescribed public examination that the pupil has studied for whilst at the academy
- Part of religious-education

We will ensure that on no occasion where charges may be levied, as an example, for residential or other visits, any pupil is disadvantaged solely by their inability to pay.

2. Admissions

There is no charge for admission to our academies.

3. Pupil Meals

There is no charge for pupils who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals will be charged for meals with the cost per meal being set at the start of the academic year.

4. Public examinations

There is no charge for examinations that are part of the curriculum and on the academies set examination list, where children have been prepared for the examinations by the academy. However once entered, if a pupil chooses not to complete the examination requirements, the academy may recover the fee incurred from the pupil's parents/carers. These principles apply equally to re-sits.

5. Activities that take place during school hours (this does not include the break in the middle of the day).

There is no charge for activities during academy hours with the exception of some music tuition (see section 10).

We may charge for books and materials that the parent/carers wishes the child to keep (the cost will be made clear to the parents/carers before any materials are provided and payment is requested)

6. Activities that take place outside of academy hours (non-residential) or take place partly during academy hours either on or off site

We will decide when it is necessary to charge for an activity, and the charge to be incurred. The academy will always make parents/carers aware of the costs involved prior to the activity taking place.

Participation in any additional activities will be on the basis of parental choice and a willingness to pay the charges. The academy will need to have the agreement of

parents/carers before organising the provision of additional activities where charges will be made.

7. Residential activities We will charge for:

Board and lodgings

When any visit has been organised where there may be a cost for board and lodgings, parents/carers will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodgings on residential visits, whether it is classified as taking place during academy hours, or not. The charge will not exceed the actual costs. (See section 14 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of academy hours. The amount charged will be calculated to cover the unit cost per pupil. These charges will not apply to those pupils entitled to remission, (but no other pupils will be charged extra to cover those costs.)

Activities

The academy may charge for residential activities that fall outside of academy hours (see section 12).

10. Music tuition within academy hours

We will follow government legislation that states that all education provided during academy hours must be free; however, music lessons are an exception to this rule. Charges can be made if the teaching is not an essential part of the National Curriculum syllabus being followed by the pupil(s), or the first access to the Key Stage 2 instrumental and vocal tuition programme.

We are dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made to music tuition within academy hours will be available for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

11. Extra-Curricular Activities

We are dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities.

We will decide when it is necessary to charge for these services, and the level of charge. We will advise parents/carers of the charges prior to any pupil participating in these activities.

This will include the following:

- Breakfast clubs
- After-school clubs
- Homework clubs

Charges will be used to cover the cost of teaching and non-teaching staff engaged in providing the activity or brought in to run the extra-curricular activity. The total charge

will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise others.

12. Extended Services

We also offer extended services to help improve the outcome of our pupils which include the following:

- Playgroup
- Extended Nursery provision (30 hours) who are eligible for funding
- Playgroup and Nursery meals

Playgroup

We offer a playgroup at all of our primary settings. For parents/carers eligible for the 15 hours “two year old offer” funding is via the local authority. For working parents/carers who do not meet the criteria for the funding then the charge will be applicable. We will advise parents/carers of the charge prior to their child starting the playgroup provision. The total charge will not exceed the cost of providing this service and no parent/carer will be asked to subsidise others.

Extended Nursery Provision (30 hour offer)

We offer 30 hour nursery provisions at each of our primary settings. For parents/carers who meet the criteria for the 30 hour funding fees are paid via the local authority. For parents/carers who do not meet the funding criteria a charge will be payable and will be advised to parents/carers prior to their child starting the Nursery provision.

Playgroup and Nursery Meals

Some of our academies provide meals as part of our extended service. There is may be a charge applicable for meals and, if so, this will be clearly advised to parents/carers in advance.

Each academy will publish its schedule of charges for extended services at the start of each academic year.

13. Damage to property and breakage

Where academy property has been willfully or recklessly damaged by a pupil, parent or carer we reserve the right to charge those responsible for some or all of the costs of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy reserves the right to charge some or all of the costs to those responsible.

14. Remission and concessions

We will give consideration to the remission of charges to parents/carers who are in receipt or eligible for the following:

- Free School Meals
- Pupil Premium

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

Parents/carers in receipt of a range of qualifying benefits as identified by the Department of Education (click [here](#) for list of benefits) are exempt from paying the cost of board and lodgings for residential visits.

The academy may choose to subsidise part or all of the payments of some charges for certain activities and pupils. Decisions regarding remission and subsidies are the responsibility of the Headteacher of each academy and may take the following into consideration:

- Pupils receiving free school meals
- Pupils receiving pupil premium
- Number of pupils involved in the activity
- Available funding to the school
- Identified need of the academy

15. Voluntary contributions

We may ask for voluntary contributions for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity which cannot take place without voluntary funding, this will be made clear to the parents/carers. If there are insufficient numbers of voluntary contributions we have the right to cancel the activity and return monies paid back to parents/carers who have already contributed.

There is no obligation for a parent/carer to make any contributions and we will in no way pressure parents/carers to make a contribution.

16. Inability or unwillingness to pay

We are committed to ensuring fair access and treatment to all pupils, and this means ensuring that no pupil is excluded from an activity because the parents/carers of the pupil are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the pupil or parents/carers who did not want to make the payment or could not make the payment, will not be disclosed under any circumstances.

17. Complaints

Complaints about the implementation of the policy or any decision taken in line with the policy will be considered under the NEAT Complaints Policy and Procedure.

General

This policy is at the discretion of the trust and can be varied at any time. In the event of any conflict with primary legislation or statutory regulations, the legal provisions will have precedence over this policy in all cases.