



Charging and
Remissions Policy

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celtic cross
education

CHARGING AND REMISSIONS POLICY

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made to pupils for activities within Celtic Cross Education. This policy is drawn up in accordance with the requirements of section 449-462 of the Education Act, 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities, which also apply to the Academy Trust as set out in our Funding Agreement with the Secretary of State.

There are four principles underlying the provisions on charging:

- That education in schools should be free.
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Optional visits wholly or mainly outside school hours

It is the intention of the Board of Directors of Celtic Cross Education to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfill statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs, where a separate contract is issued.

The visit will only take place if the full cost is met for every participant. The Academy Trust will not subsidise optional visits wholly or mainly outside school hours.

Visits wholly or mainly during school hours

It is the intention of the Board of Directors to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and may, or may not, be required in order to fulfill the statutory duties relating to the National Curriculum.

1.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. The Board of Directors has agreed that 'sufficient voluntary contributions' is defined as 90% of the total cost of the trip or visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

1.2 If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

1.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events

1.4 Swimming is part of the National Curriculum and the school invites parents and carers to make voluntary contributions for this.

Board and lodging charges on residential visits

It is the intention of the Trust to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where the parents are in receipt of:

- Universal Credit in prescribed circumstances. (The government plans to prescribe the circumstances when Universal Credit is fully rolled out).
- Income Support (IS)
- Income Based Jobseeker's Allowance (IBJSA)
- 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 2014/2015)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008.

Then the board and lodging charges must be remitted, and this cost will have to be met from within the school's funds.

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place. If parents and carers are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging, this may lead to certain visits becoming unviable.

Individual tuition in the playing of a musical instrument

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. A charge for these lessons is made by the provider or directly by the teacher involved. Parents in receipt of state benefits have a reduced payment. We give parents information about additional music tuition at the start of each academic year.

Charges for ingredients, materials and equipment

Schools must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, can be encouraged to do so on a voluntary basis. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

Charges for breakages and fines

The Board of Directors reserves the rights to charge the full cost of any breakages or damage to school property, e.g. breaking a window or damage to school equipment, including books.