



Keskowethyans
Multi Academy Trust

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| Date Reviewed by the Committee | 19.09.16 |
| Date Adopted by The Board | 18.10.16 |
| To be reviewed next | Annually |
| Signed by Chair | |

CHARGING & REMISSIONS POLICY

| Date policy sent to | Date |
|---|-------------|
| Administrators | 15.11.16 |
| Lead Teachers | 15.11.16 |
| GS for Website | 15.11.16 |
| Relevant other ie Safeguarding Director/Subject Co-ordinator | |

Sections 449-482 of the Education Act 1996 set out the law on charging for school activities. Academies are required through the Funding Agreement to comply with the law on charging for school activities.

Schools cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

The Keskowethyans MAT cannot charge for:

- education provided during school hours (including the supply of any books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum¹
- instrumental or vocal tuition either individually or in groups, unless the tuition is provided at the request of the parents

The Keskowethyans MAT can charge for:

- materials, books, instruments or equipment if the pupil's parent wishes him/her to own them
- music and vocal tuition requested by the parent
- certain early years provision²
- community facilities

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, voluntary contributions may be requested. If we do not receive sufficient voluntary contributions, we may cancel a trip and refund those who did contribute. 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.

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 and this information is provided on request.

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 that is not:
 - a) part of the National Curriculum
 - b) part of Religious Education
- transport (other than transport that is required to take a pupil to other premises where the Academy/MAT/LA has arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential visit
- extended services

The charge may be made in relation to:

- materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contract to provide an optional extra
- the cost for teaching staff employed to provide instrumental tuition where the tuitions is an optional extra

The charge must not include an element of subsidy for those children whose parents are unable or unwilling 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 provisions for those pupils who do not wish to participate. For example a charge cannot be made to cover the cost of supply teachers to cover for staff absent from school accompanying children on a residential visit.

Transport

The Keskowethyans MAT cannot charge for:

- transporting registered pupils to and from school premises where the LA has a statutory obligation to do so
- transporting children to other premises where the Academy/MAT//LA has arranged for pupils to be educated
- transport in connection with an educational visit

Residential visits

The Keskowethyans MAT cannot charge for:

- education provided on any visit that takes place during school hours³
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of religious education
- supply teachers to cover for those teachers who are accompanying children on a residential visit

The Keskowethyans MAT can charge for:

- board and lodging, however the charge must not exceed the actual cost

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating, There will be no levy on those who can pay to support those who cannot.

Remissions

When the Keskowethyans MAT informs parents about a forthcoming visit they should make it clear that parents who can prove they are in receipt of:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment & Support Allowance (not contribution based)
- Child Tax Credit (CTC) with an annual income (as shown on your award letter from HMRC – TC602) of not more than £16190
- Guarantee element of State Pension Credit
- Support via Part IV of the Immigration & Asylum Act 1999 (IAA)

are informed of the support available to them when being asked for contributions towards the cost of visits and will be exempt from paying the cost of board and lodging.

¹ If 50% or more of the time spend on the activity occurs during school hours it is deemed to take place during school hours. Time spend on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break during the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the day ends, but the activity does not end until late into the evening.

² The Education (Charges for Early Years Provision) Regulations 2012

³ If the number of school sessions take up by the visit is equal to or greater than 50% of the number of half days spent on the visit it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half-day” means any period of 12 hours ending with noon or midnight on any day.

Example 1

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours

Example 2

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.