

# Medway Anglican Schools Trust

## Charging and Remissions Policy



### Introduction:

In line with statutory requirements as defined in sections 449-463 of the 1996 education Act, Medway Anglican Schools Trust has a Charging and Remissions Policy, which is detailed below.

The Trust and its schools, recognise that enrichment of the school curriculum through educational visits and visitors into school is an essential part of each child's experience. We do not charge for activities during the school day which are part of the national curriculum and all children have an entitlement to access the planned national curriculum provision.

This Charging and Remissions Policy ensures that no child will be disadvantaged by a parents' inability to pay.

### Conditions when charges cannot be made:

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;

### Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated;
- an educational visit has been planned

### Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instrument tuition or equipment;
- property or equipment has been damaged as a result of a pupil's behaviour

### Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours;

- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum;
- the cost of board and lodging on a residential visit;
- transport provided for a specific, non-national curriculum activity;
- musical tuition that is not part of the National Curriculum

## **1 Voluntary contributions**

- 1.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may invite 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. 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, the child may 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** Any voluntary contributions which are requested will not exceed the cost of providing the additional optional activity i.e. the cost of the activity divided by the number of pupils participating. They do not contain an element of subsidy for those children whose parents are unwilling or unable to meet the cost of the activity.
- 1.4** Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.
- 1.5** The following is a list of additional activities organized by the school, where we may ask for voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - outdoor adventure activities;
  - visits to the theatre;
  - residential school trips;
  - musical events.

## **2 Residential visits**

- 2.1** If the school organises a compulsory residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. For compulsory residential trips parents who receive state benefits are exempt from payment. This applies to those in receipt

of any of the benefits listed below:

- Universal Credit in prescribed circumstances;<sup>6</sup>
- 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** If a residential visit is not compulsory and is not part of the national curriculum, and more than 50% of the time is outside of the school day, parents will be asked to pay for the visit and it may be cancelled if parents are not willing to contribute.

### **3 Music tuition**

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

**3.2** Children may have the opportunity to participate in the Key Stage 2 first access to Instrumental and Vocal Tuition Programme. This is funded through grant funding and is not charged.

**3.3** When parents request that a child takes part in individual or group tuition outside of that provided by the school as part of the curriculum provision and where peripatetic music tutors are employed, parents will need to pay for the tuition. We give parents information about the music tuition during the academic year.

### **4 Swimming**

**4.1** The schools provide swimming lessons for Year 5 and 6 children in Key Stage 2. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lesson and a voluntary contribution towards the cost. All children in years 5 and 6 will receive swimming lessons regardless of whether parents make a voluntary contribution, as it is part of the national curriculum for years 5 & 6.

### **5 Sporting Activities**

**5.1** At various times during the school year the school may offer additional sport coaching after school. Qualified coaches, who are not members of the school staff, run and organize these sessions. We may make a small charge for these sessions.

## **6 Breakfast Clubs**

- 6.1** Breakfast club is an extended day service provision and will be charged. The charge covers the cost of providing staff, food and resources for the benefit of the children attending the club. Charges are kept as low as possible and if there is any surplus this will be used to provide further resources for the benefit of the school's children.

## **7 Use of school facilities by the community**

- 7.1** The Trust and its schools support the local communities by making the premises available for hire beyond the school day by local community groups. Charges will be made for the use of the school by community groups and the income will be used to support and fund school activities to benefit our children. Details of the hire charges can be obtained from the school offices.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Date of policy: September 2018

Signed:

Name and position: Julia Clarke Chair MAST

Review date: September 2019